

Fiscal Year 2016
**Annual
Report**



Fiscal Year 2016 Annual Report

On The Cover



The Mississippi State Capitol Building photographed in January 2016.

The State of Mississippi is an equal opportunity employer and assures equal employment opportunities to all persons regardless of political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

Published in December 2016 by the Mississippi State Personnel Board.

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Managing Our Most Valuable Resources

Dear Fellow Mississippians,

The Mississippi State Personnel Board has the responsibility and the privilege of managing the employee life cycle from pre-hire until retire. Beginning with defining job descriptions and recruiting employees to providing the policies, procedures, and growth opportunities to guide the employment experience, our vision is to ensure a quality workforce for the State of Mississippi.

From Fiscal Year 2015 to Fiscal Year 2016, our workforce demographics remained relatively constant. However, Fiscal Year 2016 represented a 10-year low for both Legislatively authorized positions and the number of employees. Our data indicates that the majority of employees hired within the past five years have resigned, and the State's voluntary turnover rate continues to exceed the national average for state and local governments. The combination of high voluntary turnover and increasing retirement eligibility projections creates a critical challenge that must be addressed.

The key to ensuring a quality workforce is recruitment and retention of high performing employees, and MSPB is committed to doing our part. For the fifth consecutive year, recruitment efforts yielded more than 200,000 job applications. Since workforce development opportunities are a recognized method to address voluntary turnover, we increased our training courses directed at employees with less than five years of state service. To further maximize training opportunities and minimize costs, we developed and launched additional eLearning courses which include an onboarding webcast to assist with new employee engagement and two legal compliance webcasts to promote compliance with federal and state laws and regulations. Available on demand conveniently at employees' locations, these eLearning courses are a component of our *MSPB+* initiative.

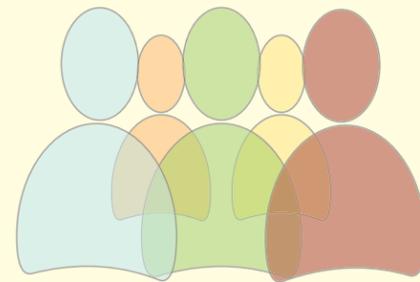
Throughout this year, we expanded our *MSPB+* initiative, including new components ranging from hosting briefings on proposed federal regulation changes to creating the Innovations in Efficiency program which encourages improvements in state agency operations. Since we launched *MSPB+* in January 2012, the MSPB team has worked vigorously to implement significant and broad-reaching reforms, and the results are approaching \$1 million in estimated savings.

MSPB is prepared for the challenges that are ahead, and we will continue to be a part of the solution to move our State to a better and brighter future. On behalf of the Mississippi State Personnel Board members and employees, it is my honor to present our Fiscal Year 2016 Annual Report.

Sincerely,

Deanne Mosley

We Represent Nearly 30,000 Mississippians Who Devote Their Talents to Public Service.



Mississippi has a rich history of innovation and culture. Whether it's blues, country, or rock and roll, this is the Birthplace of America's Music. We are musicians, writers, and artists. We are world famous entrepreneurs. We are a state of nearly three million citizens bound by a common culture.

The first heart and lung transplants were performed in Mississippi. We built the nation's first state college for women. We sent the first African American to the U.S. Congress. We are one of the leading states in charitable giving virtually every year.

Mississippians are a diverse tapestry, woven from a common culture into the fabric of America. In all walks of life, Mississippians make the ordinary extraordinary. The Mississippi State Personnel Board has the privilege of representing nearly 30,000 of those Mississippians who devote their talents to public service.

Established by the Mississippi Legislature in 1980, the Mississippi State Personnel Board creates and oversees the policies, procedures, and growth opportunities that guide the employment experience for employees of the State of Mississippi.

- Our Vision**
To Ensure a Quality Workforce for the State of Mississippi
- Our Mission**
To Lead the Way in Human Capital and Workforce Management

We manage the employee life cycle from pre-hire until retire, from defining the job descriptions and compensation, to recruiting and retaining employees.

We serve 130 agencies, boards, and commissions; nearly 30,000 current employees; more than 240,000 job applicants annually; and nearly 950,000 online customers each year.

As the leaders in talent management and workforce development, we work hard to build a strong workforce for Mississippi and to provide educational opportunities to give our public servants the tools they need to succeed in work and life.

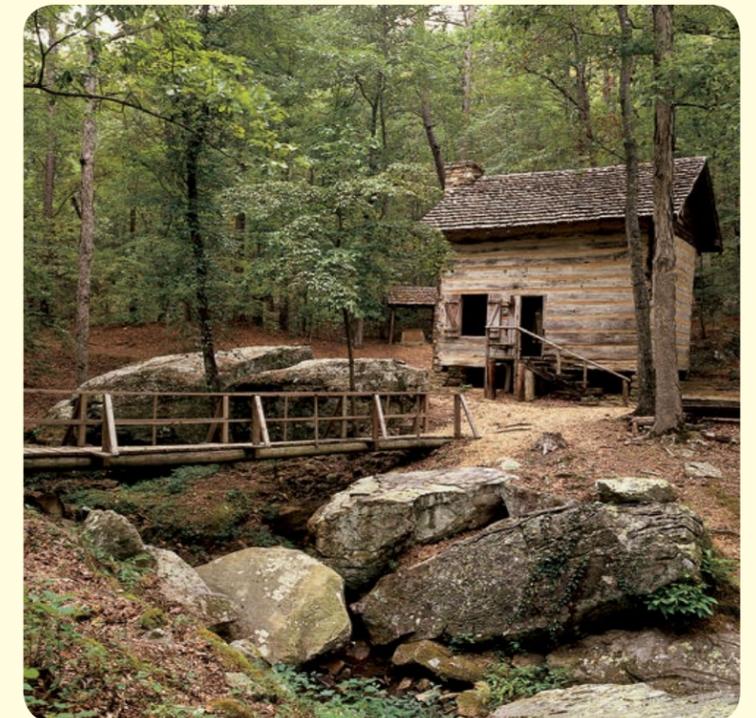
Ensuring A Quality Workforce



Photos courtesy of MDA/Tourism

In 1980, the Legislature created the Mississippi State Personnel Board to: "establish in the State of Mississippi a system of personnel administration . . . governing the establishment of employment positions, classification of positions and the employment conduct, movement and separation of state employees; to build a career service in government which will attract, select and retain the best persons, with incentives in the form of equal opportunities for initial appointment and promotions in the state service; [and] to establish a system of personnel management that will ensure the effective and efficient use of employees in the state service. . . ." Miss. Code Ann. § 25-9-101.

Below: Mississippi's Tishomingo State Park is full of history and scenic beauty. Named after the leader of the Chickasaw nation, Chief Tishomingo, the park allows today's Mississippians to enjoy the natural beauty that Native Americans enjoyed thousands of years ago. The log cabin in the photo below was moved to the park from Prentiss County in the early 1970s and is restoration of a cabin built by pioneers in the 1840s.



Above: From the Mississippi Art Museum in Jackson, to the birthplace of Kermit the Frog in Leland and the home of William Faulkner in Oxford, to the scenic Gulf Coast, MSPB is proud to serve Mississippi.

Mississippi State Personnel Board

The Mississippi State Personnel Board is a five-member Board whose members are appointed by the Governor, with the advice and consent of the Senate. Appointments are five years in duration, and the members serve staggered terms.



Chairman Alwyn Luckey - Ocean Springs, Mississippi

Mr. Luckey was appointed to the Board by Governor Phil Bryant in April 2012 to fill an unexpired term and was subsequently reappointed to serve through 2019. Mr. Luckey is currently the sole shareholder of The Law Firm of Alwyn H. Luckey, P.A. His law practice includes state and local government consulting, business law, construction defect/water intrusion, asbestos injury, real estate, and general practice. He has also served as judge for the City of Ocean Springs.



Vice-Chairman Nick P. Ardillo, Jr. - Columbus, Mississippi

Colonel Ardillo was originally appointed to the Board by Governor Haley Barbour to fill an unexpired term in June 2011, was reappointed by Governor Barbour in 2011 to serve through 2016, and was reappointed by Governor Phil Bryant in 2016. As a former Commander of Columbus Air Force Base, Colonel Ardillo, now retired from active duty, is the principal of NPA, LLC and a partner in Ardillo, McCullough and Taggart LLC. He provides aerospace, airports, and defense consulting.



Donald Brown - Vicksburg, Mississippi

Mr. Brown was originally appointed to the Board in 2005, was reappointed by Governor Haley Barbour in 2010, and was reappointed by Governor Phil Bryant in 2015. Mr. Brown is the Deputy Executive Director of Warren Yazoo Behavioral Health. Prior to joining that organization, he worked with the Mississippi Employment Security Commission, the Mississippi Department of Human Services, and the Vicksburg Early Education Center.



Donald R. Taylor - Crystal Springs, Mississippi

Colonel Taylor was appointed to the Board by Governor Phil Bryant in 2012. He served as Executive Director of the Mississippi Department of Human Services from 1995 through 2000 and from 2004 through 2008. At the time of his July 1, 2008 retirement, he was the longest serving director of a state DHS. He previously served on the State Workforce Development Board, the Mississippi Medical Care Advisory Board, the Juvenile Justice Advisory Committee and was twice Chairman of the Mississippi Department of Rehabilitation Services Board.



Lee Yancey - Brandon, Mississippi

Mr. Yancey was appointed to the Board by Governor Phil Bryant in 2013. Mr. Yancey is a financial advisor for Woodridge Capital Portfolio Management. From 2008 to 2012, Mr. Yancey served as a State Senator. During that time, he served on several Senate committees including: Code, Education, Ethics, Drug Policy, Finance, Insurance, Judiciary A, and Public Health and Welfare.

State Legislative Advisors

The Lieutenant Governor may designate two Senators and the Speaker of the House of Representatives may designate two Representatives to attend any meeting of the Mississippi State Personnel Board.

Senator Nickey Browning - Pontotoc, Mississippi

Senator Browning has served as Senator for District 3, which includes Benton, Pontotoc, and Union Counties, from 1996 to present. His committee memberships include: Forestry - Chair; Business and Financial Institutions; County Affairs; Drug Policy; Energy; Finance; Highways and Transportation; and Insurance.



Senator Nancy Collins - Tupelo, Mississippi

Senator Collins has served as Senator for District 6, which includes Lee and Pontotoc counties, from 2011 to 2016. Her committee memberships included: Accountability, Efficiency, Transparency - Chair; PEER - Chair; Education - Vice Chair; Agriculture; Appropriations; Forestry; Public Health and Welfare; and Veterans and Military Affairs.



Representative Herb Frierson - Poplarville, Mississippi

Representative Frierson served as Representative for District 106, which includes Lamar and Pearl River counties, from 1992 to 2016. His committee memberships included: Appropriations - Chair; Education; Performance Based Budgeting; Revenue and Expenditure General Bills; Wildlife, Fisheries and Parks; and Workforce Development.



Representative John Read - Gautier, Mississippi

Representative Read has served as Representative for District 112, which includes Jackson County, from 1993 to present. His committee memberships include: Conservation and Water Resources - Chair; Rules - Vice-Chair; Appropriations; Gaming; Ports, Harbors and Airports; and Public Property.

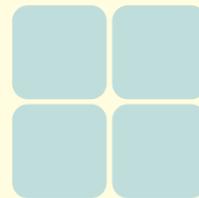


Personnel Advisory Council: Ready to **Serve**



The Personnel Advisory Council advises the Mississippi State Personnel Board in the development of policies, programs, and rules and regulations which improve public employment in the state. The council also assists in the promotion of public understanding of the purposes, policies, and practices of the state personnel system.

The council is comprised of personnel directors from five major state agencies: the Department of Health, the Department of Human Services, the Division of Medicaid, the Department of Mental Health, and the Department of Transportation. The members are appointed by, and serve terms concurrent with, the Governor.



Career Counseling Center

While many of the job applications that are reviewed each month by the Mississippi State Personnel Board are submitted using the online application process, some applicants still value the face-to-face service provided in the MSPB Career Counseling Center.

The Career Counseling Center is open to applicants from 8:00 a.m. to 5:00 p.m. Monday through Friday (except on State holidays). An experienced MSPB professional is available during business hours to assist job applicants with questions regarding available positions and how to apply for a State government job in Mississippi.

MSPB professionals also assist applicants with the NEOGOV™ online application system to ensure that all applicants complete their online profile and submit job applications correctly. MSPB professionals are a great resource for those applicants who need assistance searching for jobs based on a number of criteria including county, salary range, and/or job category, as well as completing their online application or simply creating a Job Interest Card.



Ensuring a Quality Workforce



One of the greatest challenges facing state government in Mississippi is developing a workforce that is both efficient and effective. Since January 2012, the Mississippi State Personnel Board has worked closely with the 130 agencies, boards, and commissions it serves to provide value-added services that enhance their ability to serve the citizens of Mississippi. This philosophy of service is called **MSPB+**. During the first four years of **MSPB+**, the Mississippi State Personnel Board worked to:

- Maximize the State's buying power and streamline the procurement process for service contracts by establishing preapproved lists of providers with set prices. This reform has turned a process that could take months into a process that can be finalized within a matter of days.
- Provide eLearning to maximize opportunities for employee training and minimize costs to governmental entities.
- Implement the MSPB Sharing Human Resource Personnel program to assist smaller agencies, boards, and commissions by outsourcing their human resource needs to MSPB at no additional cost.
- Ensure greater transparency by publishing decisions rendered by the Employee Appeals Board on the MSPB website.
- Establish and promote a college student internship program for agencies, boards, and commissions.
- Facilitate the sharing of best practices among governmental entities.
- Revise MSPB policies and procedures to focus on performance, efficiencies, and accountability.



This initiative represents our commitment to do more for those we serve by implementing significant reforms and discovering innovative ways to support our stakeholders. **MSPB+** is a critical component of our unwavering dedication to government accountability, efficiencies, and transparency.



Excellence in State Government Award



Pictured left to right are: Mississippi State Personnel Board Members Donald Brown and Colonel Donald Taylor, Governor Phil Bryant, Department of Finance and Administration Executive Director Laura Jackson, and MSPB Executive Director Deanne Mosley



Promoting Best Practices

The Excellence in Government Awards were established to recognize “excellence and innovation in the management of administrative procedures which increase the quality of public service at the state, district and local government levels.” The procedures governing the award were developed pursuant to Miss. Code Ann. § 25-9-134 (2) and adopted by the Mississippi State Personnel Board. The awards recognize individuals or groups of individuals whose contributions within the last five years represent excellence in government. The inaugural awards were given in 2012.

The recipient of the 2016 Award for Excellence in State Government was Laura Jackson, and the recipient of the 2016 Award for Excellence in Local and District Government was the City of Horn Lake Fire Department.

Prior to being appointed the Executive Director of the Department of Finance and Administration by Governor Bryant, Laura Jackson served as Deputy State Treasurer where she increased

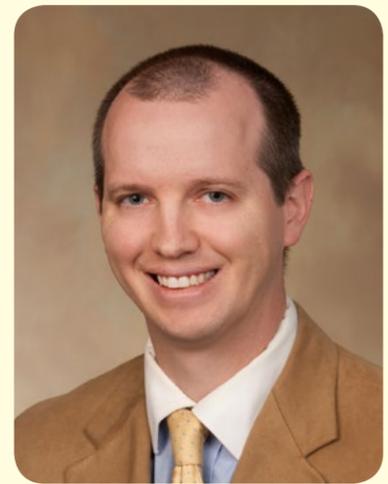
efficiency by simplifying the depository bid process for financial institutions to hold public funds. Prior to the implementation of the new process, few financial institutions were bidding to serve as a location for school districts, municipalities, and counties to deposit public funds. The lack of interested institutions led to increased costs and security issues for remote communities transporting funds. Jackson developed a uniform depository bid form that streamlined the bid process to increase financial institution participation.

Committed to protecting the lives of the citizens of Horn Lake, the 52-member City of Horn Lake Fire Department operates the Horn Lake Fire Safety Weather Simulation Trailer. This trailer is used to educate over 10,000 students and senior citizens each year about fire prevention and weather safety. Notably, in September 2014, the City of Horn Lake experienced severe flooding and many individuals were trapped in their vehicles. Horn Lake Fire Department’s first responders were featured on the Today Show for their quick actions that prevented significant injuries and deaths.

Excellence in Local and District Government Award



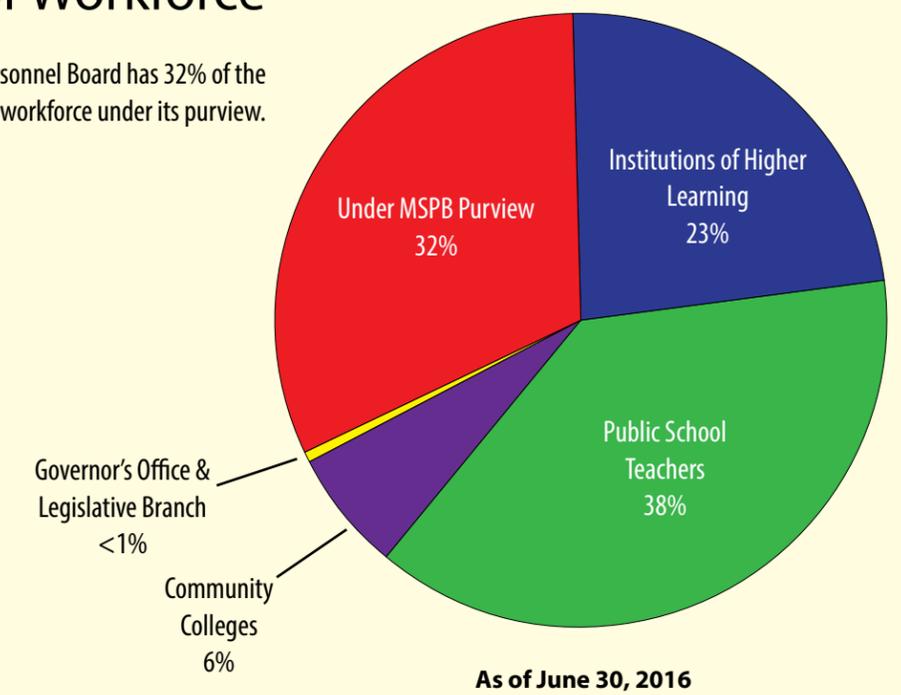
Pictured left to right are: Mississippi State Personnel Board Members Donald Brown and Colonel Donald Taylor, Governor Phil Bryant, Horn Lake Fire Chief David Linville, Mayor of Horn Lake Allen Latimer, and MSPB Executive Director Deanne Mosley



Ryan Beard, Director
Human Capital Core Processes

Distribution of Workforce

The Mississippi State Personnel Board has 32% of the 90,808 members of the workforce under its purview.



Human Capital Core Processes

Human capital is our greatest asset in state government. Now more than ever, getting talent in the door and efficiently managing that talent are keys to building a successful workforce.

The Office of Human Capital Core Processes (HCCP) is a unique team comprised of MSPB professionals who provide an array of services in three main functional areas: Core Processes, Job Description Validation, and Career Counseling.

MSPB serves 130 agencies, boards, and commissions - about 32% of the state workforce. Each agency is assigned two MSPB professionals who provide guidance and advice to state agencies and conduct research and analysis of statewide workforce and human resources management issues.

The focus of the Core Processes Division is Classification and Compensation. The Classification function is a concerted effort to

Workforce Statistics

AVERAGE AGE: 44.6 Years

AVERAGE SERVICE TIME: 9.6 Years

GENDER: 62% Female and 38% Male

RACE: 52.3% African American, 46.3% Caucasian, and 1.4% all other races

AVERAGE ANNUAL SALARY: \$35,972

As of June 30, 2016

ensure that all employment positions in the state's inventory of job classifications are properly classified. The primary Compensation function is management of the Variable Compensation Plan, which is designed to promote salary parity for similar positions across agencies.

Another of the major Compensation functions is to develop and present annual recommendations to the Legislature for future fiscal year needs, such as new

positions, reallocations, special compensation plans, and additional compensation requested by agencies.

The Job Description Validation Division ensures the validity of the data contained in the class specifications for each job in our inventory. This division analyzes the jobs, not the applicants, and also provides assistance in the development of behavioral interview questions that assist agencies in finding the best fit for hiring and/or promotion.

The Career Counseling Division is responsible for the overall management of the application process from recruitment to selection. The Recruitment function involves the administration of recruitment programs that ensure open consideration of qualified applicants. The Selection function and its corresponding rules and regulations are designed to ensure fair and equitable treatment of all applicants and employees without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

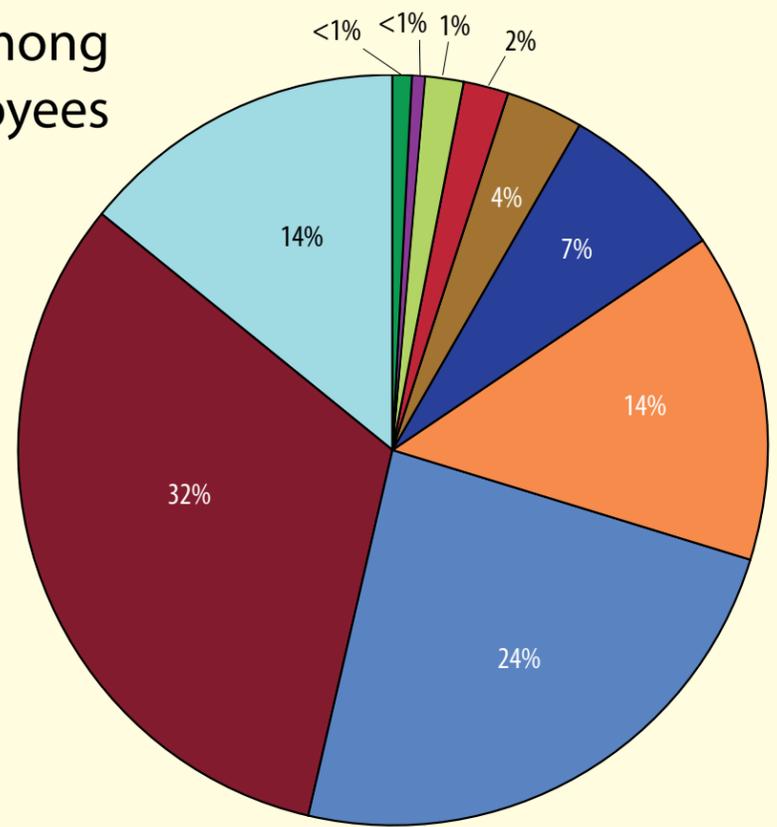
It is a compilation of applicant services ranging from the evaluation of applications to processing of transactions relative to the hiring process.

The Career Counseling Division is also responsible for maintenance of the active recruitment listing on the MSPB's website through the NEOGOV™ platform.

An unparalleled resource for our customers: policies, procedures, and processes.

Salary Distribution Among Full-Time Employees

- \$100,000 and over
- \$90,000 to \$99,999
- \$80,000 to \$89,999
- \$70,000 to \$79,999
- \$60,000 to \$69,999
- \$50,000 to \$59,999
- \$40,000 to \$49,999
- \$30,000 to \$39,999
- \$20,000 to \$29,999
- \$14,000 to \$19,999



As of June 30, 2016

HCCP also provides workforce processes assistance to agencies by conducting an assessment of their workflow and workforce, accomplished by conducting a business flow process analysis to determine methods to streamline business processes and improve efficiency in the delivery of services. This assessment includes identifying resource-saving methods such as utilizing technology and outsourcing.

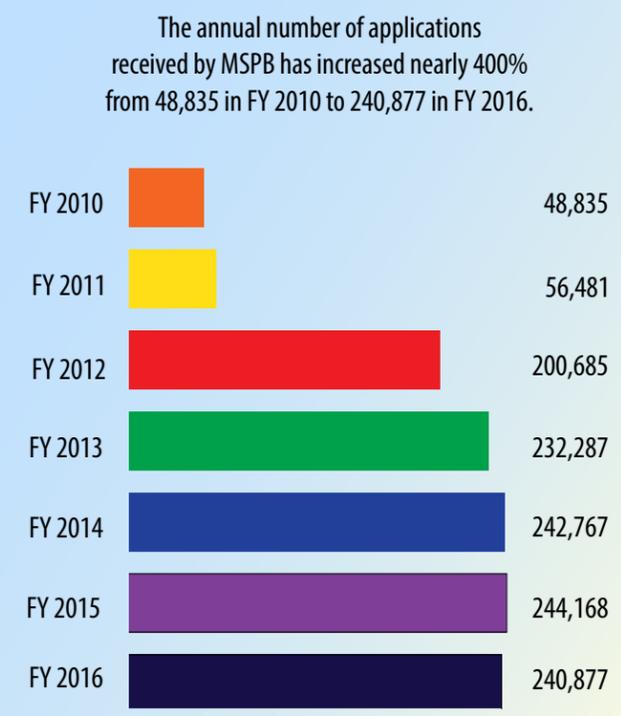
Additionally, a workforce processes study determines the skills and capabilities of an agency's current workforce and identifies staffing excess or gaps for the new business process. This results in an organizational redesign that integrates people, information, and technology with the new business process.

Essential Services

MSPB provides a range of services through the Office of Human Capital Core Processes for agencies, employees, and job seekers.

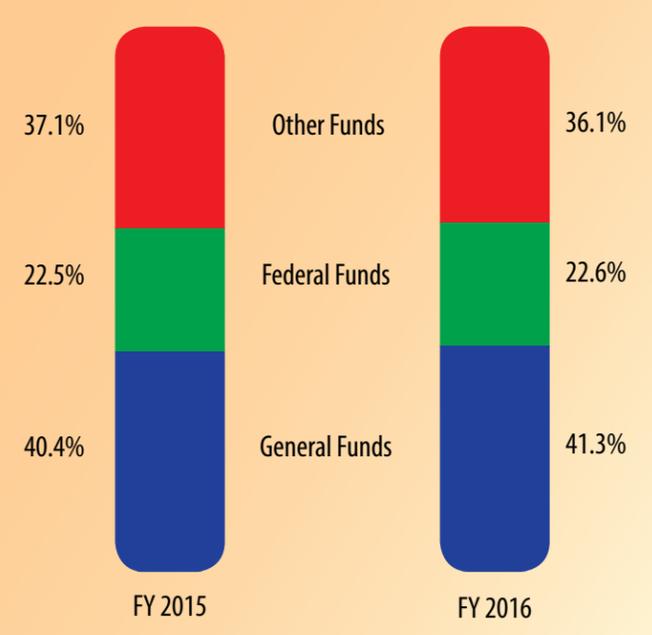
- Recruitment, Selection and Retention of World-Class Employees
- Talent Management
- Career Pathing
- Workflow Analysis
- Organizational Design

Total Job Applications



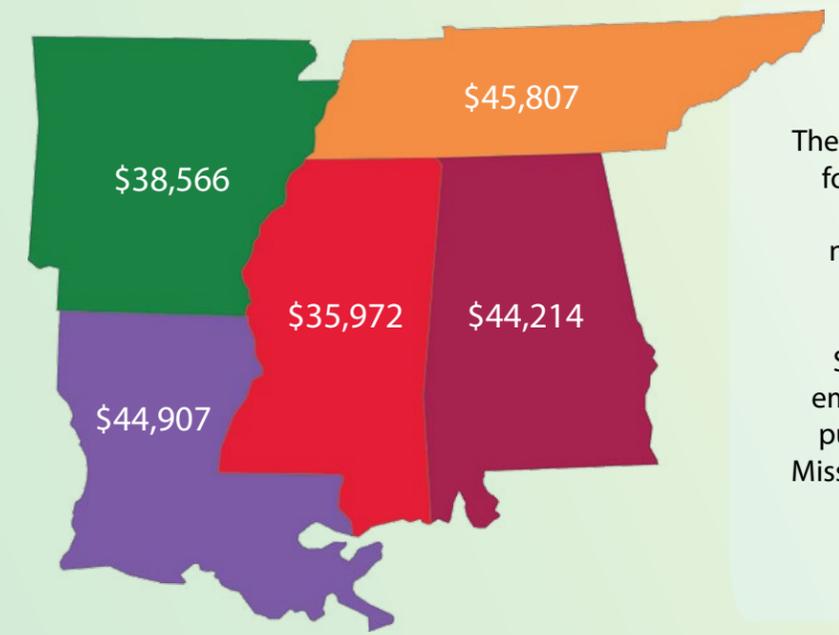
As of June 30, 2016

Salary Source By Fund



The dollar amount of salaries paid by general funds increased 0.9% from FY 2015 to FY 2016.

Annual Average Salary Comparison



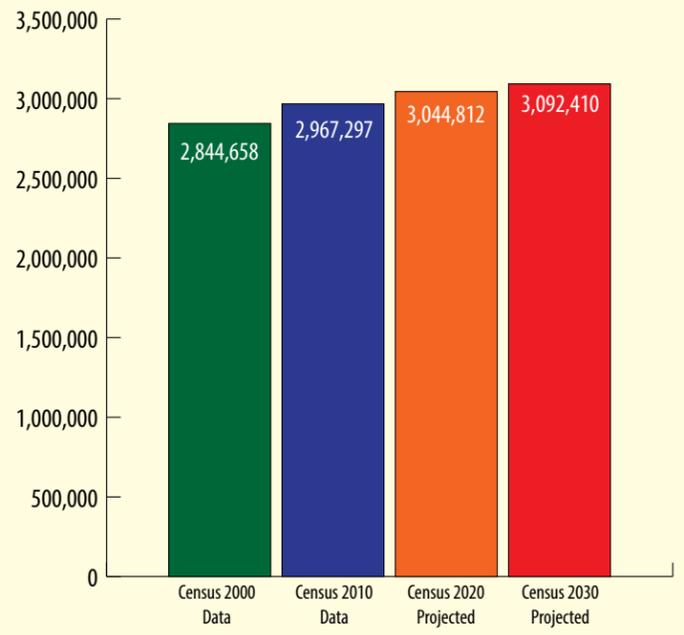
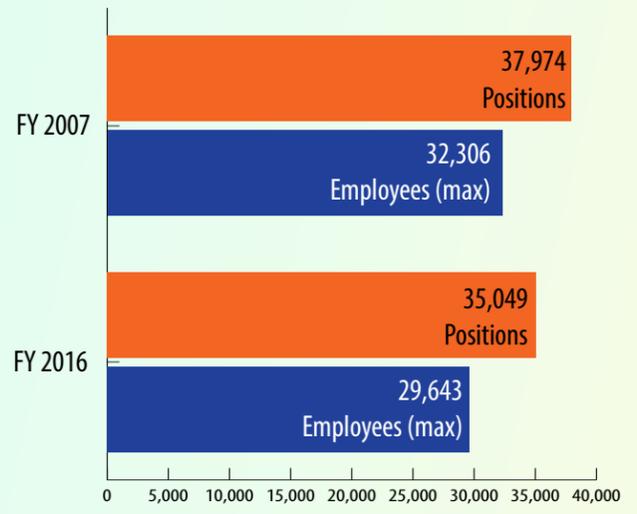
The Annual Average Salary for state employees in Mississippi's four neighboring states is \$43,374.

Sixty-one percent of employees under MSPB purview earn less than Mississippi's average salary of \$35,972.

■ Employment in State Government: A Ten-Year Comparison

For agencies under the purview of the Mississippi State Personnel Board, employment has decreased during the last ten fiscal years.

The number of authorized positions decreased by 7.7% from FY 2007 to FY 2016, while the maximum number of employees decreased by 8.2%.



■ Population Change Data for Mississippi from 2000-2010

The U.S. Census Bureau reports that the population of Mississippi increased by 122,639, or 4.3%, between 2000 and 2010.

That figure is projected to rise another 77,515, or 2.6%, over the next decade and another 125,113, or 4.1%, by 2030.

All figures in this chart were sourced from U.S. Census Bureau data.

While employment in state government decreased during the past decade, the population grew 4.3%.



Retention: The Key to a Quality Workforce

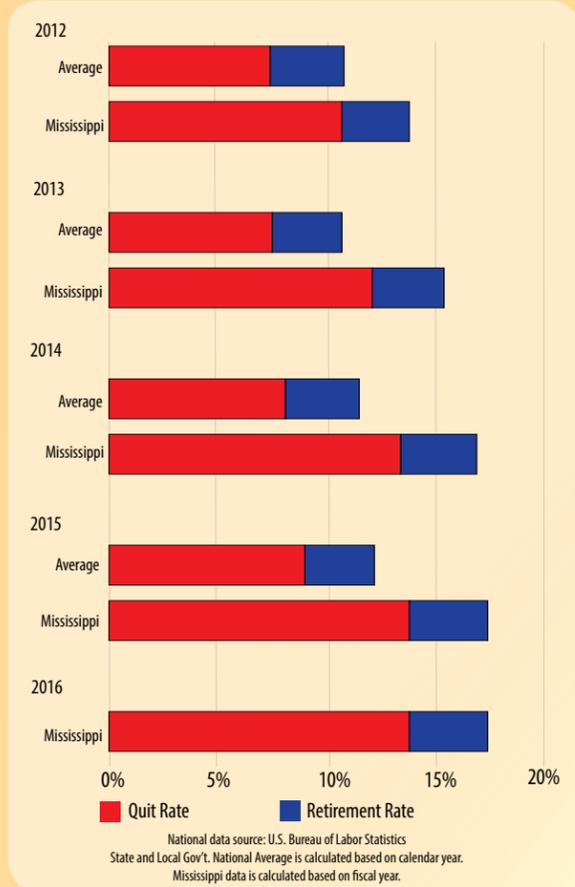
At the close of Fiscal Year 2016, 13% of the State workforce under MSPB purview were eligible for retirement. By 2021, that number is projected to grow to 28%. In five years, we could lose more than one-fourth of our workforce and the institutional knowledge those employees take with them. Additionally, Mississippi's voluntary turnover rates are consistently higher than the national average. In FY 2016, the voluntary turnover rate for the State workforce under MSPB purview was 17%.



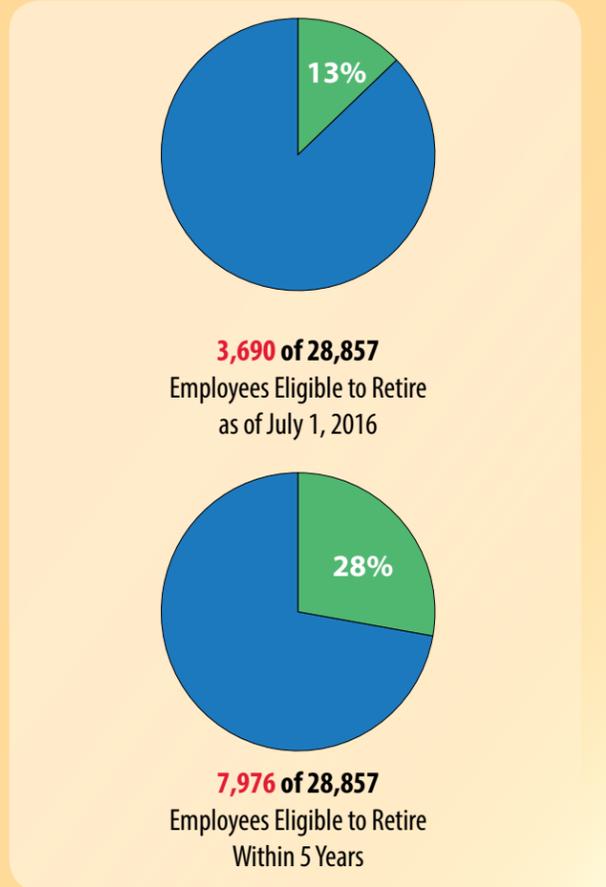
Retention is key to ensuring a quality workforce for Mississippi's future. With a rapidly growing retirement age group and an average service time of just ten years, MSPB is focusing on developing training opportunities to benefit employees and their agencies.

57% of employees hired within the past 5 years have resigned. Of those who resigned, **69%** were age 40 or under.

■ Voluntary Turnover Rates



■ Workforce Retirement Eligibility





Jan Sims, Director
Workforce Development

Workforce Development

The Office of Workforce Development assists agencies with effective employee training and a professional development system that inspires trust, clarifies purpose, aligns systems, and develops talent.

Workforce development is a systematic process for identifying the human capital required to meet agency goals and developing the strategies to meet those requirements.

The goal of the Office of Workforce Development is to provide State agencies with the tools, information, and training needed to ensure a quality workforce for State government.

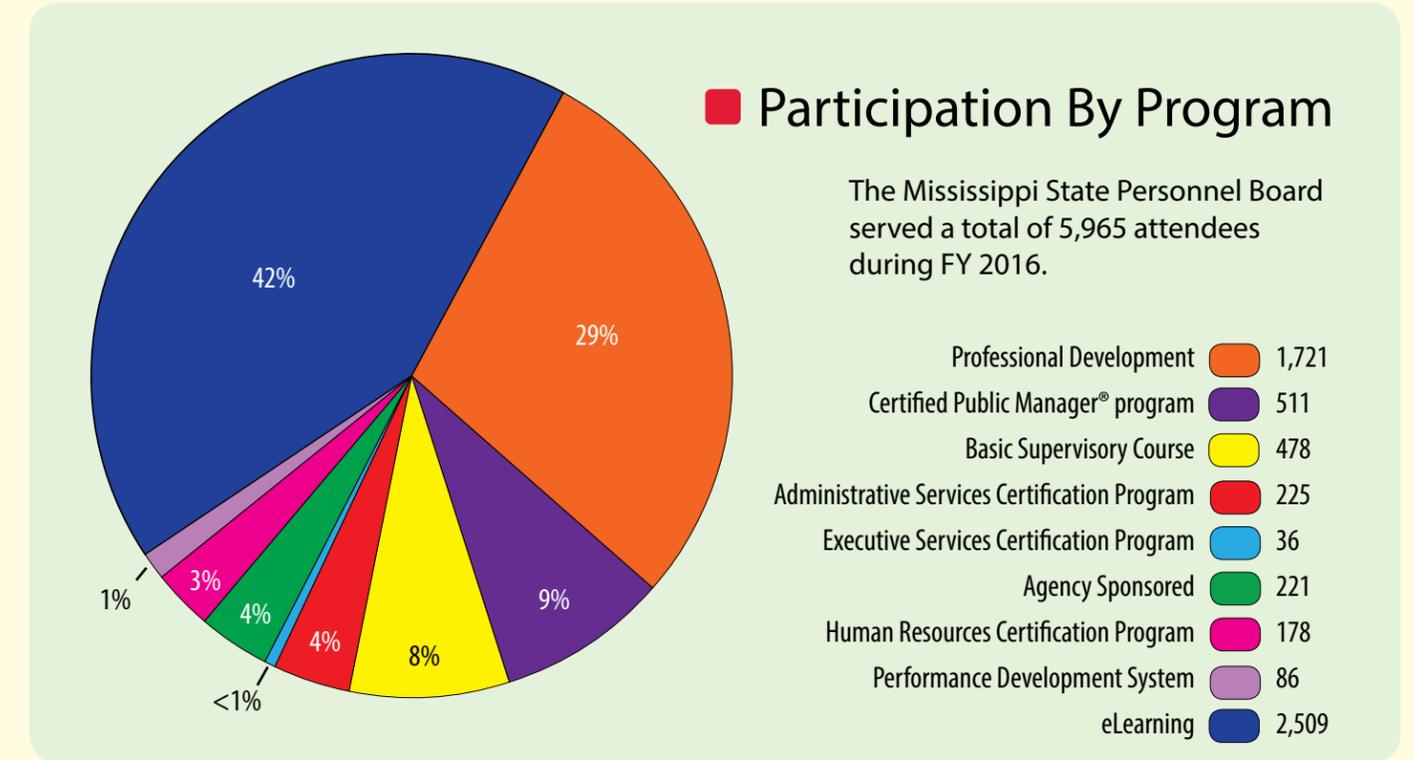
The Office of Workforce Development has two programmatic functional areas: Talent Management and Career Development.

The Talent Management Division provides agencies with management tools to measure

performance, competencies and skill sets and to identify methods to improve performance.

The Career Development Division provides agencies and State employees with certification and professional development programs such as the Mississippi Certified Public Manager® program, the Human Resources Certification Program, the Administrative Services Certification Program, and the Executive Services Certification Program.

Our graduates make a positive impact on the lives of Mississippians.



Training Tomorrow's Leaders Today



MCPM 2016 Graduates. Professional development courses such as the nationally accredited Certified Public Manager® program build leadership in state government. MSPB teaches thousands of employees every year.

Education is a lifelong process. The Mississippi State Personnel Board offers prestigious certification programs and educational opportunities to keep employees on the leading edge of the State workforce.

Led by our nationally accredited Mississippi Certified Public Manager® program, MSPB's Career Development Division provides essential knowledge and leadership skills training for successful public service.

Our graduates include executive directors and agency heads, a former statewide elected official, and top managers from agencies, boards, and commissions throughout the State and virtually every area of public service.



TRAINING UPDATES

State Government Onboarding

MSPB developed a State Government Onboarding webcast designed to assist state entities in providing new employees with an introduction to fundamental topics such as state government operations, employee benefits, policy resources, and workforce development opportunities available for state employees. The webcast is available on demand and is intended to be integrated by state entities into their existing onboarding and orientation programs.

Compliance eLearning

MSPB launched two new compliance eLearning courses designed to assist state entities in providing necessary training in a more efficient manner. The Sexual Harassment Awareness and Prevention webcast covers topics such as what constitutes unlawful sexual harassment and retaliation. Directed at reducing the risk of sexual harassment and retaliation charges through proactive education, the webcast also provides state entities with a basis for defense in potential litigation. The Ethics in State Government webcast educates employees about state ethics laws and ethical standards required of state employees. Both of these courses are available on demand, and each course has assessment components to measure comprehension.

Training Programs

Administrative Services

The Administrative Services Certification Program provides comprehensive training to administrative staff, offering a variety of learning experiences that relate to their on-the-job challenges.

Executive Services

The Executive Services Certification Program encourages administrative professionals to continue their professional development by cultivating existing skills and enhancing leadership skills.

Professional Development

Many courses are also available as Professional Development electives to employees who are not enrolled in a specific program. These courses address business writing, diversity training, and more.

Certified Public Manager®

Nationally Accredited

The Certified Public Manager® program translates innovative theory into practical training to measure and develop professional competency for public sector managers.

Human Resources Certification

The development of a well-trained body of human capital practitioners at the technical and managerial levels of State government is the goal of the Human Resources Certification Program.

Basic Supervisory

The Basic Supervisory Course provides skill development on the fundamentals of supervising people and programs in government, emphasizing management, budgeting, and more.

Training In Action



"The Department of Mental Health was proud to work with MSPB as a pilot agency for MSPB's Sexual Harassment Awareness and Prevention eLearning module. Access to the free on-demand webcast enabled our employees to complete their training around their work schedules and from the convenience of their own work spaces. We look forward to utilizing MSPB's compliance eLearning to educate our employees and promote a positive working environment as a component of our overall workforce management strategy."

-Diana Mikula, Executive Director, Department of Mental Health

Career Expos

As part of our mission to ensure a quality workforce, MSPB participates in numerous job fairs and employment expos such as those sponsored by the Governor's Job Fair Network.

Vicksburg Area Job Fair	Vicksburg	Greenville Regional Job Fair	Greenville
Greenwood Leflore Area Job Fair	Greenwood	I-59 Job Fair	Laurel
Holmes County Area Job Fair	Durant	Rankin County Area Job Fair	Pearl
Jobs for Jacksonians Job Fair	Jackson	New Horizon Church Community Job Fair	Jackson
Golden Triangle Employment Expo	Columbus	Northwest Mississippi Area Job Fair	Batesville
Mid-South Area Job Fair	Southaven	Sunflower County Area Job Fair	Indianola
University of Southern Mississippi Fall Career Fair	Hattiesburg		
Radio People/MCC Career Expo	Meridian		
Pine Belt Area Job Fair	Hattiesburg		
Itawamba County Community Area Job Fair	Fulton		
Greater Jackson Chamber Partnership Talent Attraction	Jackson		
Careers for Cantonians	Canton		
Meridian Area Job Fair	Meridian		
Tougaloo College Career Fair	Jackson		
Jackson State University Spring Career Fair	Jackson		
Mississippi College Career Day	Clinton		
Southwest Regional Workforce Training Center Job Fair	Summit		
Mississippi Valley State University Spring Career Fair	Itta Bena		
Holmes Community College Career Fair	Ridgeland		
Belhaven University Career Fair	Jackson		
Mayor's Summer Youth Employment Expo	Jackson		
East Central Community College Business, Education, and Healthcare Expo	Decatur		
Mississippi Employment Expo	Jackson		
EmployAbility Job Fair	Jackson		
Southern Region Military and Civilian Job Fair	Biloxi		
Jobs for Mississippi Graduates	Jackson		
Hinds Community College Jobs for Eagles Job Fair	Raymond		
Military Veterans and Dependents Job Fair	Jackson		

Representing the State at job fairs throughout Mississippi

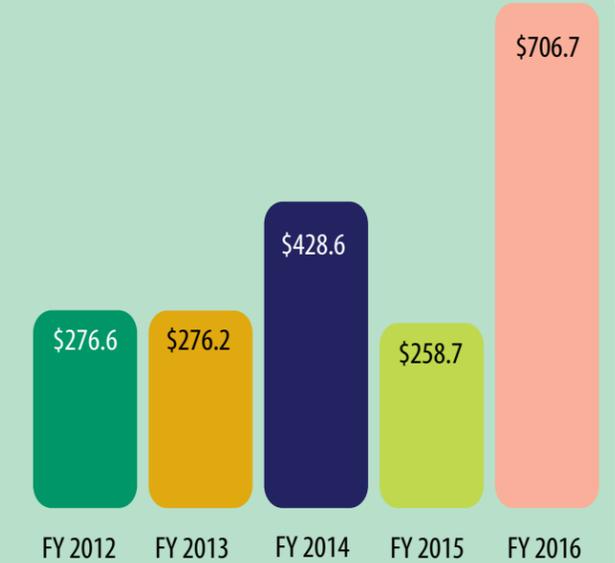




Monique Montgomery, Director
Personal Service Contract Review Board

Personal Service Contracts: Five Fiscal Years

In FY 2016, PSCRB had 661 total actions equaling \$706,656,287, an increase from FY 2012-2015. In FY 2012, the Board reviewed 543 contract actions totaling \$276,587,055. In FY 2013, the Board reviewed 593 contract actions totaling \$276,228,980, and in FY 2014, the Board reviewed 625 contract actions totaling \$428,592,761. In FY 2015, the Board reviewed 501 contract actions totaling \$258,725,472.



Redacted contract values were not included. These values were redacted pursuant to protective orders issued by the Hinds County Chancery Court.

Personal Service Contract Review Board

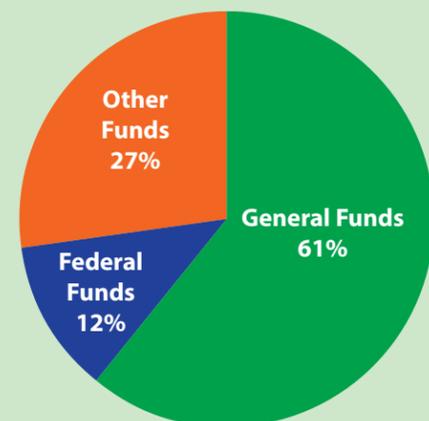
The Personal Service Contract Review Board (PSCRB) plays an integral role in how personal services are procured for the State of Mississippi.

The Mississippi State Legislature established PSCRB and charged it in statute with promulgating rules and regulations to ensure that quality contract personal and professional services are procured at reasonable prices, with terms that are favorable to the State, and with limited risk of liability. Additionally, PSCRB approves certain personal and professional service contracts in excess of \$75,000.

The Board is responsible for adopting regulations for the issuance of procurements and the award of certain personal and professional services contracts. Its regulations also address consideration of costs and quality of services proposed, contract negotiations, the administrative monitoring of contract performance by agencies, the necessary steps in terminating a contract, and emergency and sole source contracts. During Fiscal Year 2016, PSCRB adopted significant revisions to the regulations including more stringent requirements for emergency contracts and strict ethical standards for Board members.

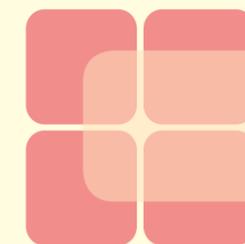
The Mississippi State Personnel Board provides administrative support for PSCRB.

Contract Funding Sources FY 2016



General Funds: \$430,998,599.58
Federal Funds: \$84,806,620.19
Other Funds: \$190,851,067.69

Redacted contract values were not included. These values were redacted pursuant to protective orders issued by the Hinds County Chancery Court.



PSCRB is comprised of the Executive Director of the Mississippi State Personnel Board; two individuals appointed by the Governor with the advice and consent of the Senate; two individuals appointed by the Lieutenant Governor with the advice and consent of the Senate; and the Executive Director of the Department of Finance and Administration, serving as an ex officio member.

Promoting Fiscal Responsibility

During FY 2016, PSCRB completed the competitive procurement for a new Preapproved Vendor List for Lawn and Landscaping Services. There are currently seven active Preapproved Vendor Lists covering each of the eight regions of the State. Others include Security Services, Janitorial Services, Nursing Services, Temporary Staffing Services, Background Screening Services, and On-site Mobile Shredding Services.

Although not required to use Preapproved Vendor Lists, governmental entities which do so may contract without additional advertising for procurement or completing the standard procurement process. Contracts with preapproved vendors receive expedited review and approval by PSCRB. While standard procurement could take months to complete, the use of preapproved vendors allows the process to be completed in a matter of days while maximizing the State's buying power.

Information regarding each Preapproved Vendor List is available on the MSPB website at www.mspb.ms.gov.





Michael Watts, Chief Hearing Officer
Employee Appeals Board

Employee Appeals Board

The Mississippi State Personnel Board outlines the rules and regulations that guide the employment experience in its Policy and Procedures Manual. However, when a dispute arises between an employee and an agency and action is taken, the employee is guaranteed an impartial venue for appealing that action.

The Mississippi State Legislature provided this venue in 1980 by creating the Employee Appeals Board (EAB), an entity separated from MSPB by statute but supported by the agency administratively.

The EAB is comprised of three Hearing Officers, one from each Supreme Court district, who are appointed by MSPB members. This forum provides employees of the State of Mississippi an opportunity to appeal agency-level decisions that adversely affect the employee's service.

The EAB compiles evidence, holds hearings, and renders decisions regarding agency actions and employee grievances.

Any permanent State service employee may appeal any action adversely affecting his or her compensation or employment status, or any grievable action set forth by policy.

The EAB provides a fair and impartial appeals process for employees.

Cases Filed in FY 2016

Initial Appeals	
Demotions	2
Suspensions Without Pay	1
Terminations	24
Unresolved Grievances.....	15
En Banc Appeals	
En Banc Appeals	10
Circuit Court Appeals.....	1

Orders Rendered

Initial Orders Rendered	
Affirmed	5
Agreed	5
Dismissed/Appeal Not Perfected	0
Dismissed/Lack of Jurisdiction	21
Dismissed/Motion of Appellant.....	5
Dismissed/Failed to Appear.....	0
Dismissed/Stale.....	0
Reversed	4
Partial Relief.....	2
En Banc Orders Rendered	
Affirmed	7
Dismissed	1
Reversed	0
Partial Relief.....	1



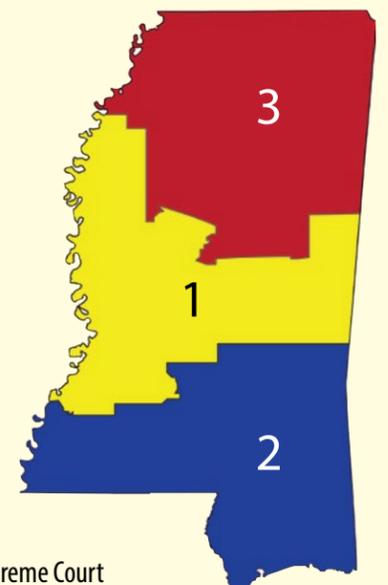
To provide transparency, EAB Orders are posted on our website.

Any permanent State service employee or non-State service employee in, or applicant for, an authorized employment position in an agency which employs State service employees may appeal alleged acts of discrimination based on political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age or disability in any personnel action or unlawful employment practice.

They also may appeal alleged acts of retaliation based upon the employee's or applicant's reports to a state investigative body. Any employee may appeal the agency's denial of a request for donated leave.

EAB decisions may be appealed to the full Employee Appeals Board or to a Circuit Court.

Employee Appeals Board Districts



Each Mississippi Supreme Court District is represented by an EAB Hearing Officer.



Community Leadership

True superheroes don't hang up their capes when the workday is done. They continue to make a positive difference in their communities, neighborhoods, and society at large.

Many MSPB employees contribute their time, talents, and resources to worthy causes year-round including making Christmas wishes come true through Toys for Tots, participating in food drives to support the Mississippi Food Network and Stewpot Community Services, donating to Goodwill Industries of Mississippi, supporting organizations that provide homes for families through Habitat for Humanity, and running in Governor Phil Bryant's 5k for Health to support Blair E. Batson Children's Hospital.

At the Jobs for Mississippi Graduates 23rd Annual Career Development Conference, MSPB received the Outstanding State Agency Award for its support of JMG's mission to help students stay in school through graduation, pursue postsecondary education, and secure quality entry-level jobs leading to career advancement opportunities. For 10 years, MSPB employees have served on JMG's employability skills panel and assisted with mock interviews for middle school and high school students from all 82 counties in Mississippi.

Whether at the office or in the community, the MSPB team is committed to serving Mississippi.



Providing Meals for Mississippi



MSPB partnered with the Mississippi Food Network for MSPB's spring community service project. Over the course of two weeks, MSPB team members donated more than 1,000 non-perishable food items to provide over 500 meals to those in need.

They volunteered at the Mississippi Food Network including participating in MFN's Volunteer Saturday. In addition, MSPB team members enrolled in the Kroger Community Rewards program to benefit MFN.



Collecting Toys for Tots

Christmas is a time for giving, and MSPB employees gave generously to make Christmas a special time for children in the Metro Jackson area through the U.S. Marine Corps Reserve's Toys for Tots program. The objectives of the program are:

- to help less fortunate children throughout the United States experience the joy of Christmas;
- to play an active role in the development of one of our nation's most valuable resources – our children;
- to unite all members of local communities in a common cause for three months each year during the annual toy collection and distribution campaign; and
- to contribute to better communities in the future.



MSPB employees exceeded their goal for collecting presents for Toys for Tots during FY 2016.

Fiscal Year 2016
**Annual
Report**



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