



# AN OVERVIEW OF THE STATE WORKFORCE

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Executive Director

# WHO WE ARE

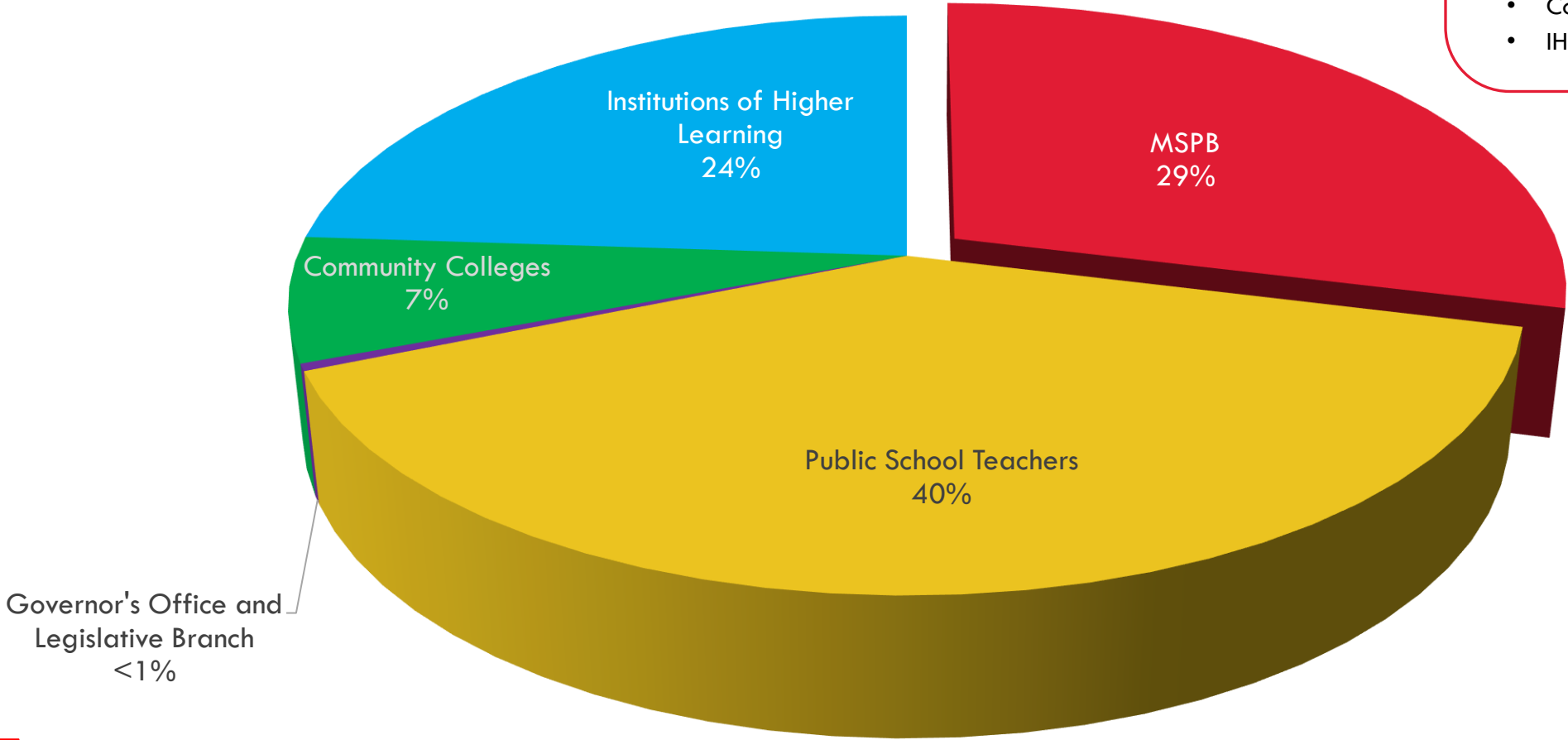
As a centralized resource, MSPB is committed to **ensuring a quality workforce.**

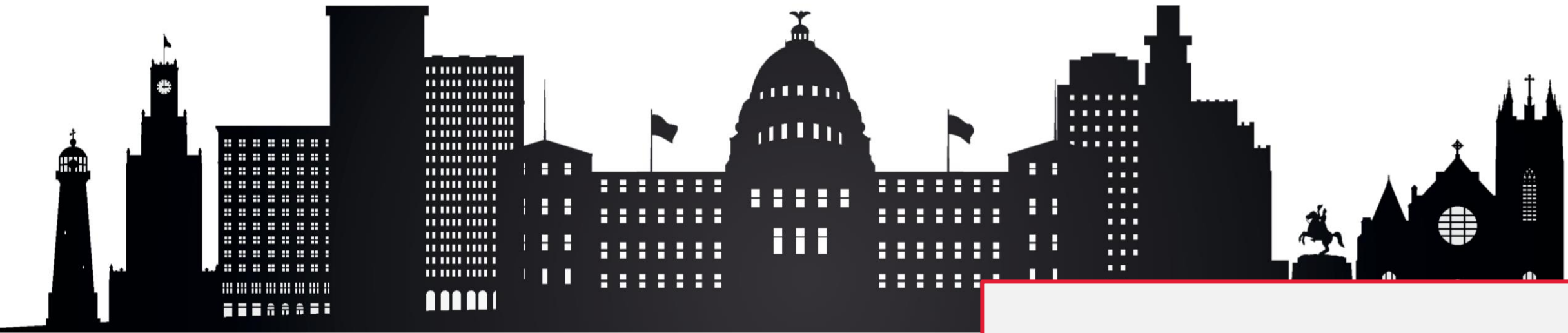
- Our goal is to help agencies achieve their missions through their employees.
- MSPB ensures that state agencies, boards, and commissions remain in **compliance with laws and policy.**
- We oversee the **pre-hire to retire** process.
- We serve as a resource for personnel needs.

# WHO WE SERVE

85,888 Full Time State Employees  
As of June 30, 2021

- MSPB: 24,816 (71 Master Agencies)
- Teachers: 34,226
- Legislative: 343
- Community Colleges: 5,956
- IHL: 20,547





**MSPB PLAYS A  
UNIQUE ROLE IN  
STATE GOVERNMENT.**

**We exist to serve other  
state agencies and their  
employees.**



# HOW WE SERVE



# OUR DIVISIONS

## Classification, Compensation, and Recruitment



CCR ensures that agencies are following applicable laws and policy and that agencies' HR actions are fair and equitable.

## Training & Development



OTD offers training courses to ensure state employees have the tools they need to meet their agencies' missions. We offer specific programs designed for managers, administrative professionals, and HR staff. Trainings transitioned to virtual last year.

## Employee Appeals Board



EAB provides a quasi-judicial outlet beyond the agency level for aggrieved employees to pursue when internal agency grievance procedures are exhausted. Three hearing officers individually hear appeals assigned to them.

# RESOURCES FOR AGENCIES



## Policy Templates

- Telework Templates
- Disciplinary Action Charts and Templates
- Workplace Harassment Policy Template



## eLearning Webcasts

- Workplace Discriminatory Harassment Awareness and Prevention
- Active Shooter Situations: What Should You Do?
- Ethics in State Government



## HR Guidance

- Talent Development Guide
- Pandemic Guidance
- Performance Review System Training

# SHARING HUMAN RESOURCES PROGRAM

For agencies with fewer than 30 PINs, MSPB offers the **Sharing Human Resources Program**.



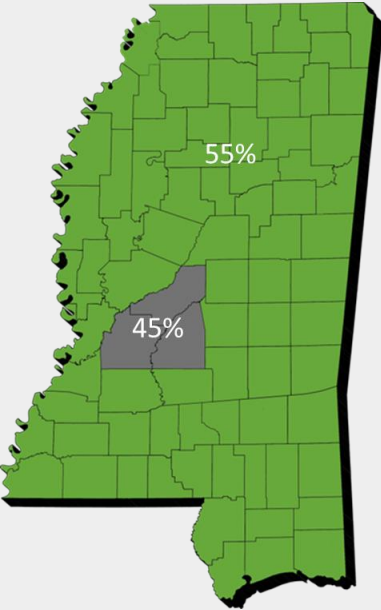
- As part of the SHRP program, MSPB will process HR actions for state agencies.
- We are currently serving **21 of 27** eligible agencies.
- This **voluntary** program is available to eligible agencies at **no additional cost**.





# **OUR STATE EMPLOYEES**

# OUR STATE EMPLOYEES



**15 state agencies**  
have a majority of their workforce  
employed outside Metro Jackson.

**\$41,260**

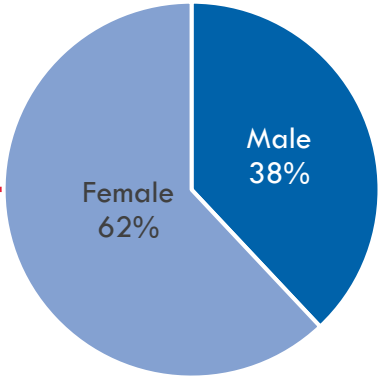
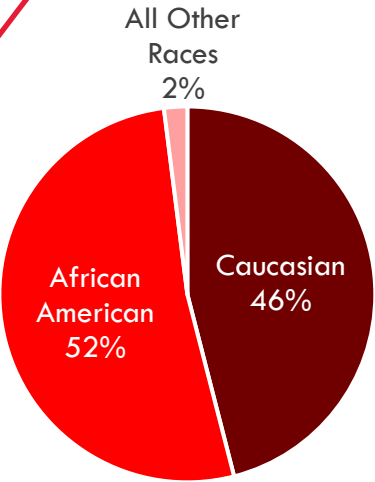
Average Salary

**9.5**

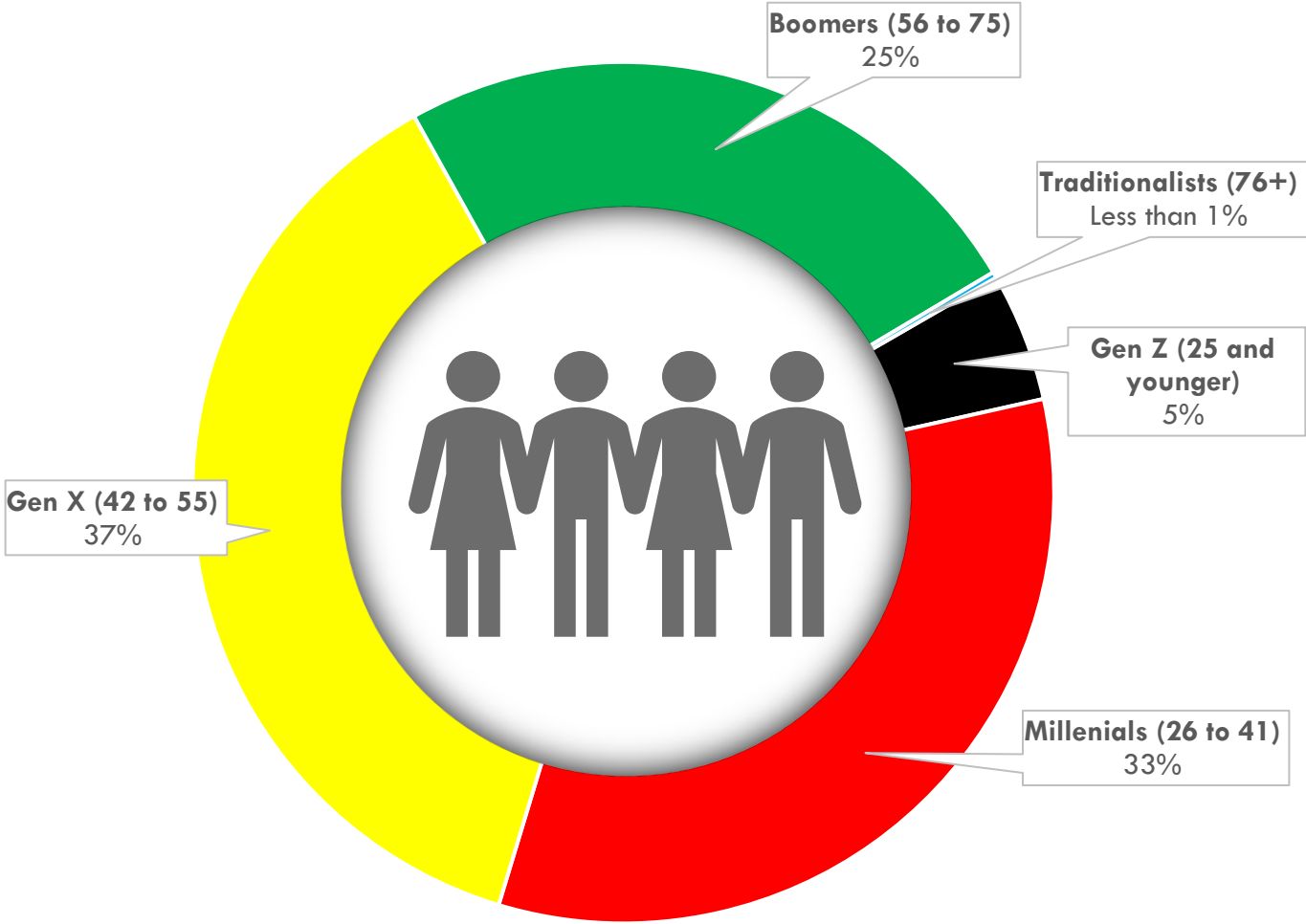
Average Years of  
Service

**45.7**

Average Age

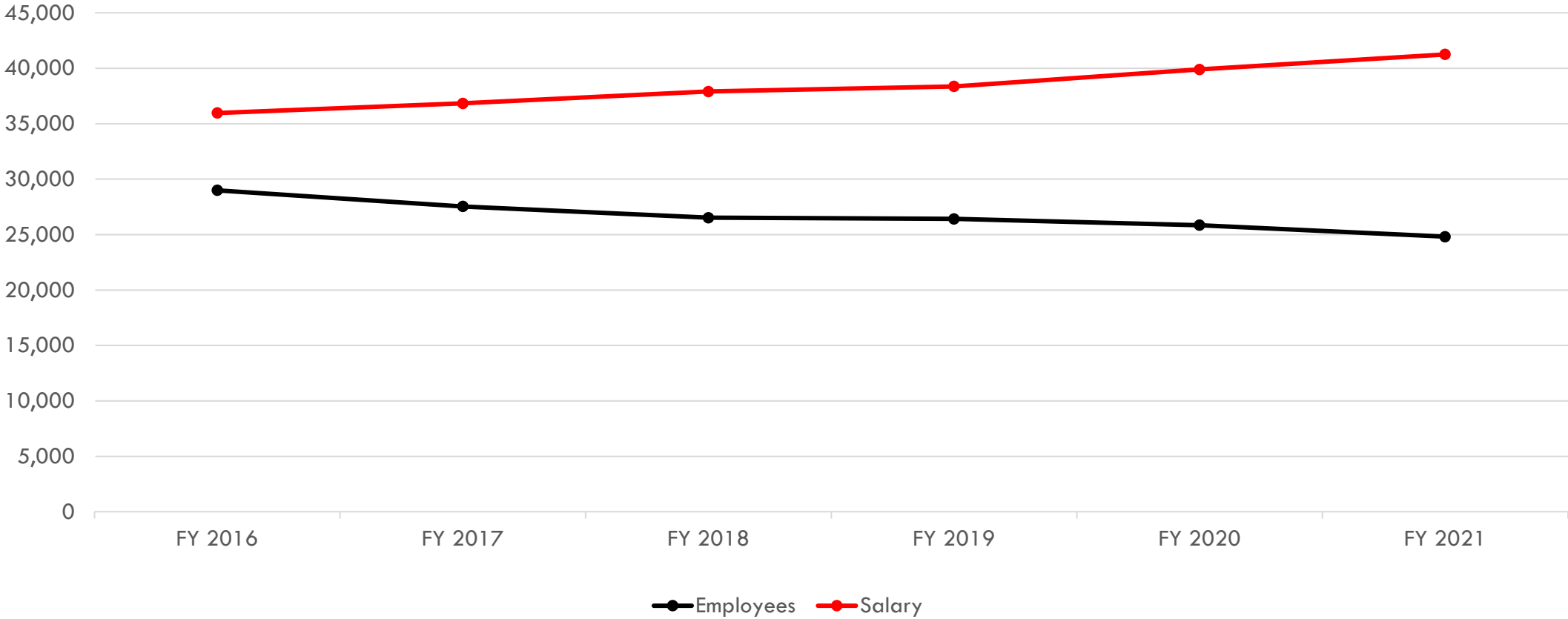


# EMPLOYEES BY AGE



# AVERAGE SALARY

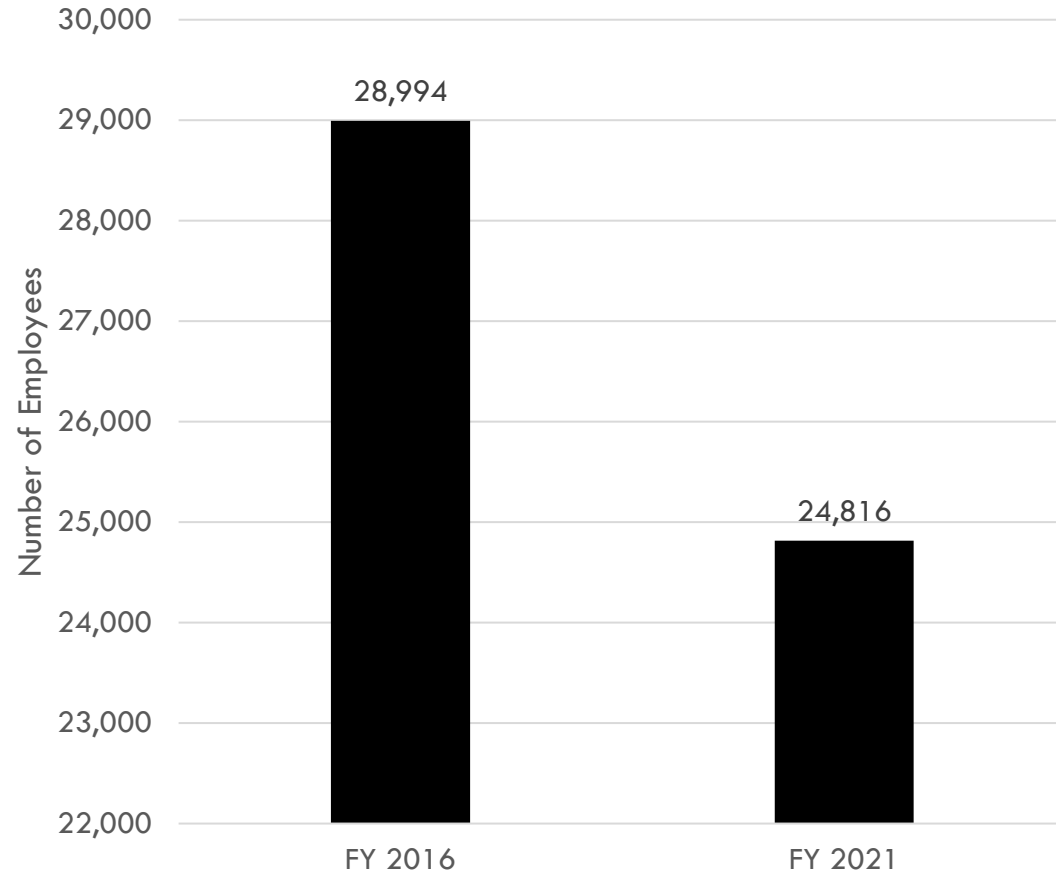
The average salary for full-time state employees is **\$41,260**.



# 5-YEAR COMPARISON

Over the past 5 years, state government has seen more than a 14% decrease in the number of employees.

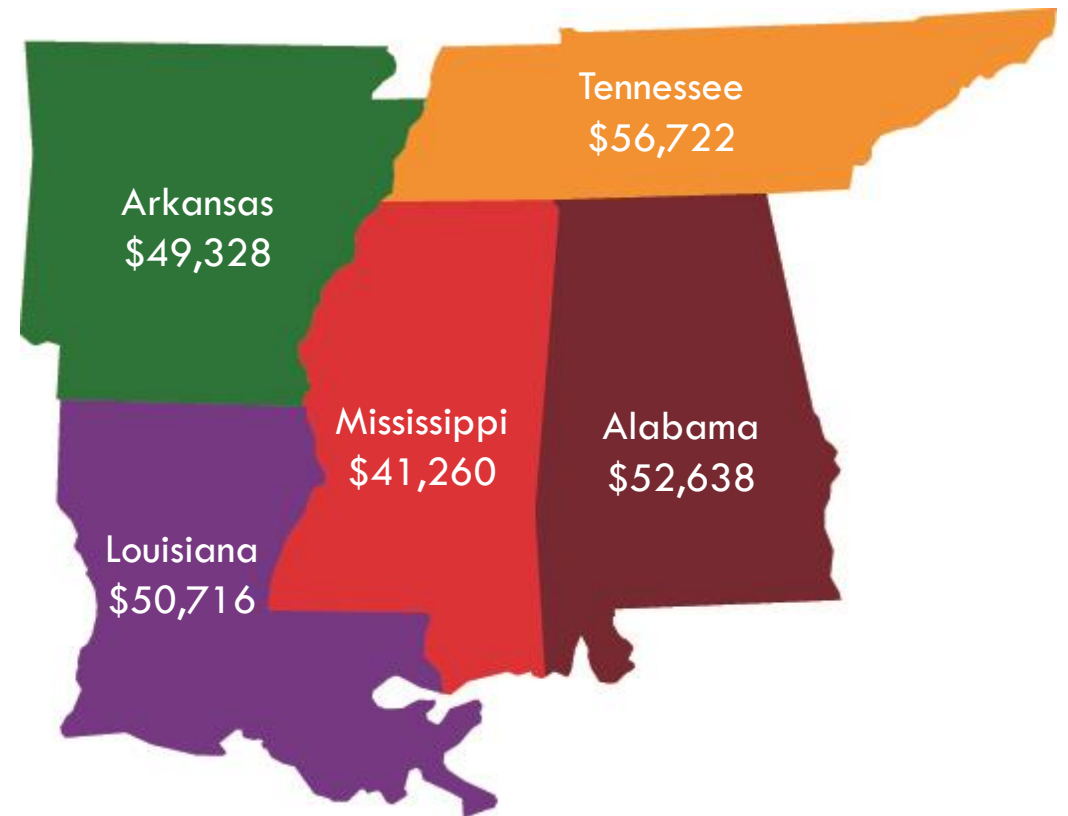
Since FY 2016, Mississippi state government has seen a decrease of 4,178 employees.



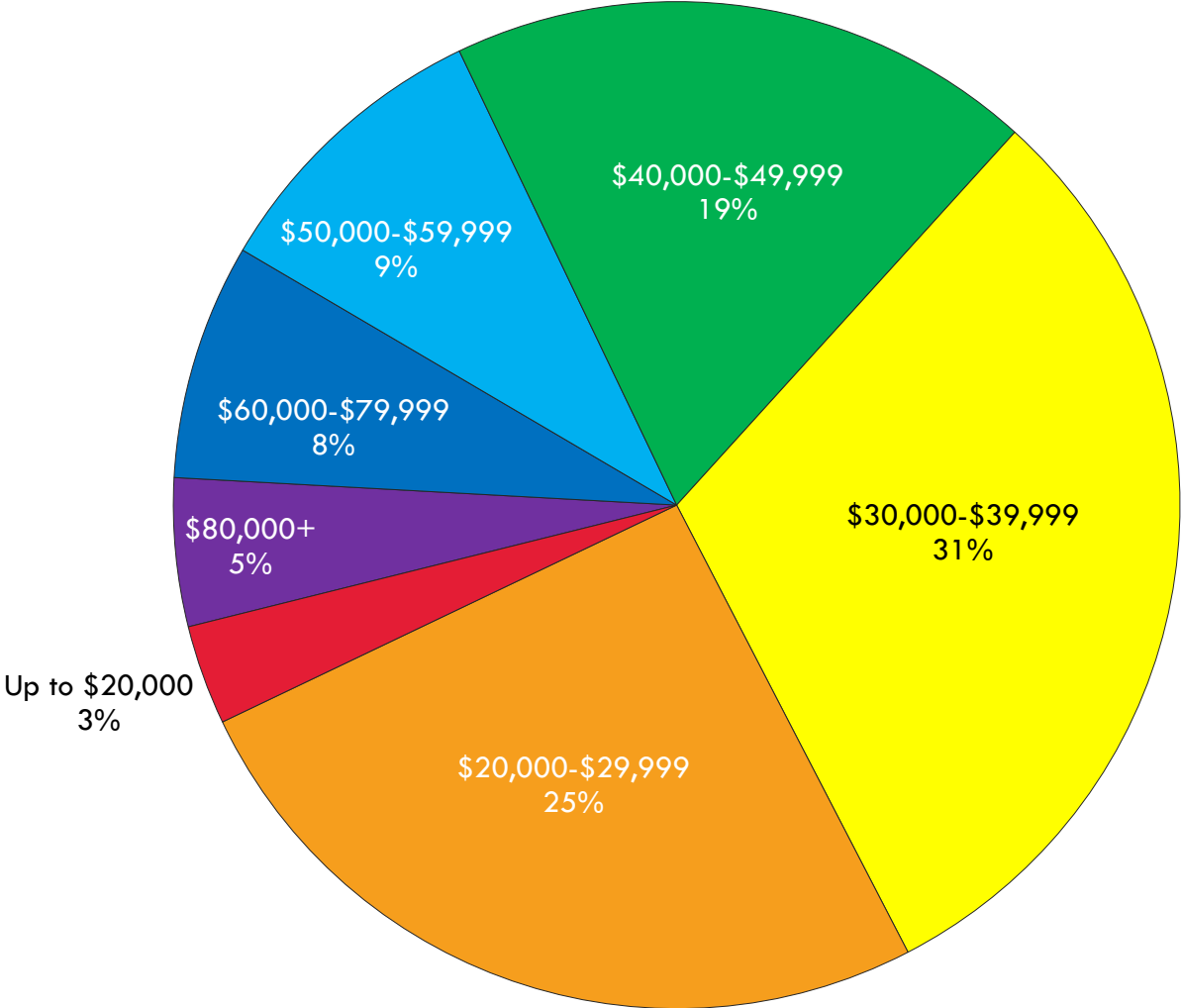
# HOW WE COMPARE

The average annual salary for state employees in Mississippi's four adjoining states is \$52,351.

The average American earns approximately \$56,310 annually.



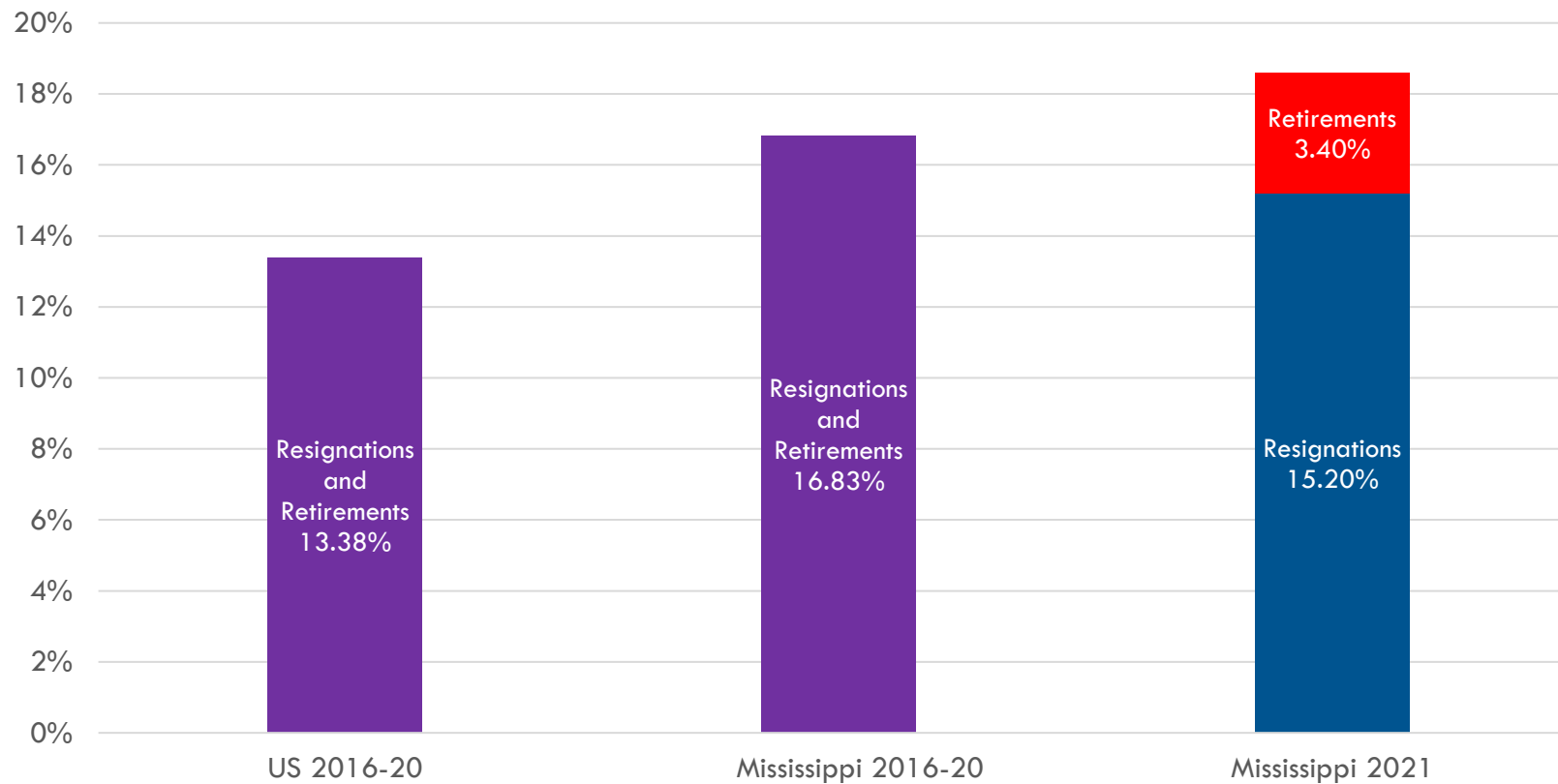
# SALARY BREAKDOWN



The majority of our workforce earns less than \$40,000.

# TURNOVER

## Voluntary Separations





# POSITIONS WITH THE MOST RESIGNATIONS

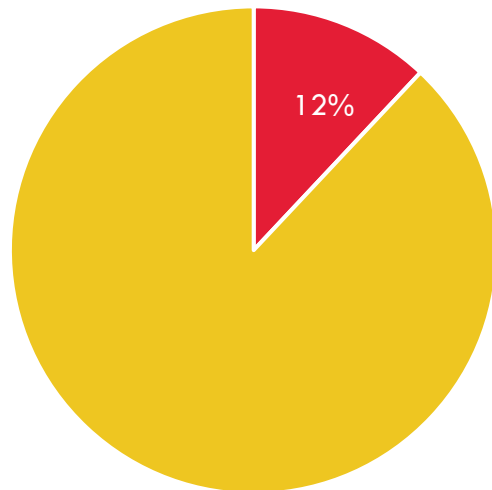
Positions with the most resignations have remained consistent over time.

1. MH – Direct Care Worker Advanced
2. MH – Direct Care Worker
3. Correctional Officer Trainee
4. DCPS – Child/Family Protection Specialist I
5. MH – Active Treatment Tech Trainee
6. DOT – Maintenance Technician I
7. Medicaid Specialist
8. DOT – Maintenance Technician II
9. Nurse III
10. DHS – Eligibility Worker I

# SUCCESSION PLANNING

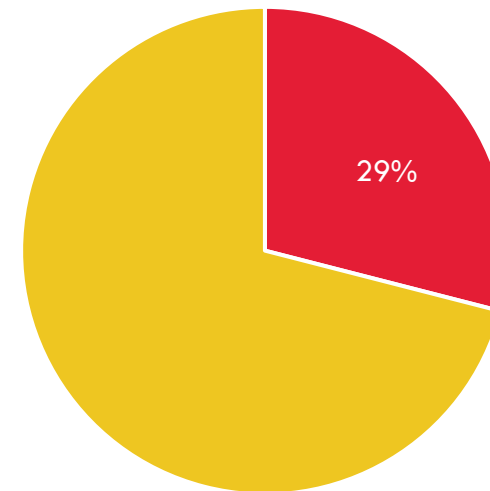
With nearly one-third of our workforce eligible to retire within 5 years, MSPB is committed to helping agencies prepare for the future.

Currently Eligible to Retire



■ Eligible ■ Not Eligible

Eligible Within 5 Years



■ Eligible ■ Not Eligible



# PROJECT SEC<sup>2</sup>



# CLASSIFICATION AND COMPENSATION INITIATIVE

## WHAT ARE CLASSIFICATION AND COMPENSATION?

- Classification refers to a system that defines the duties, responsibilities, and authority level of positions and the knowledge and experience required to perform those duties.
- Compensation is the monetary value of the work that an employee performs.

Classification and compensation work together to create a system that provides **consistent, fair, and equitable** compensation for employees.

# CLASSIFICATION AND COMPENSATION INITIATIVE

## WHAT IS PROJECT SEC<sup>2</sup> ?

**First major review and update of Mississippi's classification and compensation system since 1981**

### Problems with the previous system:

- Too many classifications
- Misclassified employees
- Distorted pay ranges
- Classification process used as the de facto compensation plan

### Solutions in the new system:

- Occupational groups and job families
- Properly classified employees
- Competitive and equitable compensation
- Opportunities for career path progression

## WHO WAS INVOLVED IN THE PROJECT?

- **KENNING CONSULTING**
- **PROJECT STEERING COMMITTEE:**
  - PERS                      Mental Health
  - Medicaid                Secretary of State's Office
  - DFA                        Education
  - LBO                        MSPB
- **SUBJECT MATTER EXPERT PANELS (STATE EMPLOYEES)**
- **MSPB PROJECT TEAM**

# PROJECT TIMELINE

## FALL 2019

The project is initiated. MSPB makes the decision to begin the process of overhauling the state's variable compensation plan.



## MAY 2020

MSPB procures a contract with Kenning Consulting to provide services for the review, modification, and implementation of the state's variable compensation plan.



## JUNE 2020 – SEPT. 2020

MSPB staff reviews over 2,200 current job descriptions and creates approximately 700 role summaries. These role summaries are the foundation for the new classification plan.



## DEC. 2020 – JAN. 2021

MSPB conducts meetings with subject matter experts in different fields across state government to validate the prepared role summaries.



## MARCH 2021

All state employees complete Position Description Questionnaires to ensure they are in the appropriate job classifications.



# PROJECT TIMELINE CONTINUED

## APRIL 2021 – JUNE 2021

MSPB staff reads each PDQ submission and classifies each employee in the new system.



## JULY 2021 – AUGUST 2021

MSPB establishes market-based, data-driven salary recommendations. The pay increases referenced in each agency's appropriations bill are based on these recommendations.



## SEPTEMBER 2021

The Mississippi State Personnel Board approves the pay grades, classification assignments, and preliminary implementation projections.



## WINTER 2021

MSPB staff finalizes the variable compensation plan and presents to the Board for final policy approval.



## JANUARY 1, 2022

The project is implemented.



# OUR COMPENSATION PHILOSOPHY



It is the intention of the State of Mississippi to compensate its employees at a level sufficient to maintain market competitiveness necessary to recruit and retain a competent workforce as well as encourage excellence of performance.

In establishing salaries for state employees, MSPB will ensure that our rates are **competitive** with rates in the external labor market, **consistent** with legislative direction, and **equitable** within each agency and across all state agencies under MSPB purview.

**RETAIN CURRENT HIGH  
PERFORMERS**

**+**

**RECRUIT QUALITY  
EMPLOYEES**

**+**

**ACCOUNTABILITY AND  
TRANSPARENCY**

**OUR ULTIMATE GOAL**