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## Policy Memorandum No. 1 - FY 2006

**TO:** Elected Officials, Agency Directors and Personnel Officers  
State Government Agencies

**FROM:** Robert E. Bass, Jr  
State Personnel Director

**DATE:** June 16, 2005

**SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE  
REGISTRATION OF AUTHORIZED AGENCIES, POSITIONS, AND  
PROGRAM BUDGET DATA FOR Fiscal Year 2006**

This memorandum provides the policies and procedures established by the State Personnel Board for the submission of required documentation and the coordination of transactions to implement the registration of authorized agencies, positions, and program budget data in accordance with agencies' Fiscal Year 2006 appropriation acts. These provisions shall supersede all conflicting policies and procedures for the registration of authorized agencies, positions, and program budget data published in the Mississippi State Personnel Board Policy and Procedures Manual, any additional or replacement manuals, and all subsequent changes to the manual, effective close of business on June 30, 2005, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 2006.

### A. POLICY STATEMENTS

1. All permanent and time-limited employment positions authorized in each agency's appropriation act shall be registered by the close of business on Friday, June 17, 2005. **All inconsistencies between Fiscal Year 2006 authorization and current State Personnel Board agency, position and employee data must be resolved by this date, including the completion of any plan to adjust positions (adjustments: establish, abolish, transfer, consolidate, or change status from part-time to full-time or full-time to part-time or from time limited to permanent or permanent to time limited), execute a reduction in force or implement a legislatively mandated reorganization. EXCEPTIONS TO THIS POLICY MAY BE MADE ON A CASE BY CASE BASIS.** [Reference, Section 25-9-103 (g), Section 25-9-115 (I), and Section 25-9-135, Mississippi Code of 1972 Annotated, as amended].



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2. All permanent and time-limited positions authorized in each agency's appropriation act shall be updated to reflect actual Fiscal Year 2006 Program Budget Data by program and fund source by close of business on Friday, June 17, 2005.
3. Authorized time-limited and permanent positions shall be the basis for assessment of fees for services provided by the State Personnel Board.
4. The State Personnel Board has no authority to certify, process or otherwise acknowledge requests to implement position changes which would result in exceeding the authorized number of permanent and/or time-limited employment positions or which have the potential of increasing funding requirements during Fiscal Year 2006 not specifically authorized by legislative or budgetary escalation approval.
5. Organizational charts shall be revised to reflect employment position adjustments required to conform to Fiscal Year 2006 authorization and submitted to the State Personnel Board by close of business on Friday, June 24, 2005. The charts shall be annotated "Fiscal Year 2006" prior to the submission of two (2) file copies to the State Personnel Board. The organizational chart must account for all authorized positions within an agency and must depict the organizational code, the non-state service status with exclude code (e.g. x-16), the correct start salary of the position (depicted as three digits, e.g. \$39.8), the PIN number and the correct occupational title of the position. A legislatively mandated reorganization shall be monitored by the State Personnel Board to ensure compliance with legislative intent. A reorganization initiated by the agency or necessitated to conform to the agency's Fiscal Year 2006 position authorization or an adjustment to an existing staffing plan shall require prior State Personnel Board approval. Such conformance reorganization proposals must be submitted to the State Personnel Board sixty (60) days prior to implementation. [Reference, Section 25-9-115 (n), Mississippi Code of 1972 Annotated, as amended].

### **B. COVERAGE OF THE POLICIES**

These policies shall govern agency and position changes for:

1. State service agencies and positions;
2. Non-state service agencies and positions excluded from the state service by Section 25-9-107 (c), Mississippi Code of 1972 Annotated, as amended;
3. Agencies voluntarily operating under limited provisions of the State Personnel Board; and/or



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4. Time-limited positions [Reference, Section 25-9-107 (c)(xiv), Mississippi Code of 1972 Annotated, as amended.].

### C. ADMINISTRATIVE PROCEDURES

#### 1. Continuation of Position(s)

- a. **Permanent Positions.** Documentation will not be required to continue established, permanent positions within the agency where no change has occurred.
- b. **Time-Limited Positions.** To ensure the continuation of currently authorized Time-Limited positions, agencies must designate the positions to be continued by accessing the Time-Limited Re-authorization screen (PO, MP, TL) through the Position segment of SPAHRS and flagging each position to be re-authorized or re-escalated for Fiscal Year 2006. This process must be completed no later than close of business on Friday, June 17, 2005. Agencies should also refer to the memorandum dated June 1, 2005, from Col. J. K. Stringer, Jr., Executive Director of the Department of Finance and Administration, for additional information regarding time limited re-escalations for Fiscal Year 2006.

#### 2. Establishment of Position(s)

The establishment of positions occurs either at the start of the fiscal year, at conversion for newly appropriated positions, or during the operating fiscal year when mandated by special circumstances such as budget escalations authorized by the Department of Finance and Administration or deficit appropriation. All documents required to establish new positions shall be forwarded to the State Personnel Board by close of business on Friday, June 17, 2005.

- a. The following attachments shall be included with all requests to establish new positions:
  - (1) A copy of the appropriations act or Department of Finance and Administration escalation authority authorizing the position establishment;
  - (2) An organizational chart depicting the precise location of all authorized positions, including ones to be established;



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- (3) A Job Content Questionnaire (JCQ) for each position being requested. A Role Description Questionnaire (RDQ) must be substituted for the JCQ when requesting new information technology positions. A representative JCQ or RDQ may be submitted when all positions are to be allocated to the same job class and will be assigned substantially the same work;
  - (4) A letter of request addressed to the State Personnel Director and signed by the agency head; and
  - (5) Requests for new positions in a new job class shall also include documentation required for a class establishment.
- b. Requests for new positions during the operating fiscal year (typically escalations) must include items 1 through 4 of this section. In addition, agencies must enter the request into SPAHRS by accessing the AMaintain Position Information@ screen (PO, MP, MP) and completing the required fields.
- c. If the position to be established was approved by the State Personnel Board as part of the agency's annual Personal Services Budget Request, the agency is required to submit a Job Content Questionnaire (JCQ) and access the AWage, Salary and Fringe, Budget Recommendations@ menu (PW, BR, BQ) to determine if the positions to be established are currently depicted on ASchedule A@. If the positions are included on the schedule, the agency must change the Transaction Type to indicate AF@ for funded and transmit the schedule to the State Personnel Board.

New positions which were not requested during the regular budget cycle may be included in the agency=s appropriation act. Agencies will be required to add these positions to ASchedule A@ through the AWage, Salary and Fringe, Budget Recommendations menu@ (PW BR BQ). In addition, the agency must provide items 1 through 4 of this section as supporting documentation for these new positions.

Please reference the SPAHRS User Training Workbook-Wage, Salary and Fringe Benefits Segment for procedures regarding the submission of budget requests.

- d. The establishment of authorized positions which may require the



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establishment of a new agency shall be coordinated between the agency representative and the State Personnel Board.

- e. The Position Identification Number (PIN) shall be assigned by the Statewide Payroll and Human Resources System (SPAHRs) during the fiscal year conversion process.

### 3. Abolishment of Position(s)

- a. Agencies will **only** be required to access the AAbolish Position@ screen (PO, MP, AA) and complete the required fields. All position abolishment information shall be entered into SPAHRs by close of business on Friday, June 17, 2005. Please reference the SPAHRs User Training Workbook-Position Segment for procedures regarding the abolishment of positions.
- b. Only those abolishments required to come into compliance with an agency's appropriation act will be allowed during the conversion period. **Abolishment of positions only to re-establish them at a higher level is strictly prohibited under the provisions of this policy.**
- c. Positions must be vacant prior to abolishment; therefore, incumbents occupying positions to be abolished shall be pre-terminated in accordance with established policies and procedures.
- d. The abolishment of an established agency shall be coordinated between the agency representative and the State Personnel Board.

### 4. Position Adjustment

- a. **During the operating fiscal year**, a request to change the status of an established position from part-time to full-time (or full-time to part-time) will require agencies to access the AFull-Time/Part-Time Swap@ screen (PO, MP, RA) and complete the required fields.
- b. During Conversion, a request to change the status of an established position from part-time to full-time (or full-time to part-time) shall be coordinated between the agency representative and the State Personnel Board.



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- c. Filled positions which are designated for a status change from part-time to full-time will require the submission of an updated Experience and Training Record (either an original or a copy initialed by the Personnel Director) to the State Personnel Board by close of business on Friday, June 17, 2005.
- d. Authority to transfer and/or consolidate established positions between agencies will require coordination between the agency representative and the State Personnel Board. Program budget data changes (to include Program Number, Program Percent, General Fund Percent, Federal Fund Percent and Other (Special) Fund Percent), which would result from the transfer or consolidation of positions, will require adjustment concurrently.

#### 5. Revision of Agency/Position Program Budget Data

- a. Revision of agency program budget data based on Fiscal Year 2006 appropriations acts will require agencies to access the AMaintain Agency FY Program Budget@ screen (AG, MA, PB) and update the data. All agency program budget data must be updated in SPAHRS by close of business on Friday, June 17, 2005.

This information must be updated at the following times:

- during conversion from the current fiscal year to the newly appropriated fiscal year;
  - as part of the submission of the annual Personal Services Budget Request for the future fiscal year;
  - when adding an agency or program during the operating fiscal year;
  - or
  - when changing the worker's compensation rate during the operating fiscal year.
- b. Change, deletion, or addition of a program will require documentation of Legislative Budget Office and Department of Finance and Administration concurrence.
  - c. Changes to position program budget data will require agencies to access the APosition Program Budget Information@ screen (PO, MP, PB) and update the data. Changes to position program budget data must be updated by close of business on Friday, June 17, 2005.



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Please reference the SPAHRS User Training Workbook for additional instructions regarding procedures for submission of information through SPAHRS.

Should you have any questions concerning the policies set forth in this memorandum, please contact the Office of Classification and Compensation at 359-2769.



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**Policy Memorandum No. 2 - FY 2006**

**TO:** Elected Officials, Agency Directors and Personnel Officers  
State Government Agencies

**FROM:** Robert E. Bass, Jr.  
State Personnel Director

**DATE:** June 16, 2005

**SUBJECT: ADMINISTRATION OF THE VARIABLE COMPENSATION PLAN FOR  
FISCAL YEAR 2006**

**A. Statement of Purpose**

Administration of the Variable Compensation Plan for Fiscal Year 2006 shall be governed by policies and procedures in this memorandum. These provisions shall supercede all conflicting policies and procedures for administration of salaries published in the Mississippi State Personnel Board Policy and Procedures Manual, any additional or replacement manuals, and all subsequent changes to the manual, effective close of business June 30, 2005, and shall become an official attachment to the Mississippi SPB Policy and Procedures Manual for Fiscal Year 2006.

The statutory increase or decrease of any salary under the salary setting authority of the State Personnel Board shall comply with the policies below, except where the Legislature may otherwise provide.

The development of the following policies is based upon implementation of legislative intent as expressed in the following language contained in each state service agency's appropriation act:

With the funds herein appropriated, it is the intention of the Legislature that it shall be the agency's responsibility to make certain that funds required to be appropriated for "Personal Services" for Fiscal Year 2007 do not exceed Fiscal Year 2006 funds appropriated for that purpose, unless programs or positions are added to the agency's Fiscal Year 2007 budget by the Mississippi Legislature. Based on data provided by the Legislative Budget Office, the State Personnel Board shall determine and publish the projected annual cost to fully fund all appropriated positions in compliance with the provisions of this act. It shall be the responsibility of the agency head to insure that no single personnel action increases this projected annual cost and/or the Fiscal Year 2006 appropriation for "Personal Services" when annualized, with the exception of escalated funds. If, at the time the agency takes any action to change "Personal Services," the State Personnel Board determines that the agency has taken



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an action which would cause the agency to exceed this projected annual cost or the Fiscal Year 2006 "Personal Services" appropriated level, when annualized, then only those actions which reduce the projected annual cost and/or the appropriation requirement will be processed by the State Personnel Board until such time as the requirements of this provision are met.

Any transfers or escalations shall be made in accordance with the terms, conditions and procedures established by law or allowable under the terms set forth within this act. The State Personnel Board shall not escalate positions without written approval from the Department of Finance and Administration. The Department of Finance and Administration shall not provide written approval to escalate any funds for salaries and/or positions without proof of availability of new or additional funds above the appropriated level.

No general funds authorized to be expended herein shall be used to replace federal funds and/or other special funds which are being used for salaries authorized under the provisions of this act and which are withdrawn and no longer available.

The agency shall not take any action to promote or otherwise award salary increases through reallocation, reclassification, realignment, educational benchmark, career ladder, or any other means to increase salaries of employees or positions unless specifically exempted by the following conditions: the award of teacher pay increases, the advancement of a trainee/cadet to the next level of a bona-fide career ladder, the award of an educational benchmark for the attainment of Certified Public Accountant License or higher level professional certification as determined by the State Personnel Board, the immediate replacement of a departing employee with an individual from within state service or a new hire at a salary level equivalent to that of the departing employee, and the emergency appointment of Nurses, Pharmacists or other health care professionals at a salary to be determined by the State Personnel Board, unless otherwise authorized in this act.

**B. Coverage of these Policies**

1. These policies shall govern employee salary increases and position changes for:
  - a. State service employees and positions, and
  - b. Non-state service employees and positions excluded from the state service by Mississippi Code of 1972, Annotated, Section 25-9-107(c) but subject to State Personnel Board salary setting authority as listed below:
    - (1) Part-time employees and positions [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xi)];
    - (2) Persons appointed on an emergency basis [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xii)];



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- (3) Time-limited employees and positions [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xiv)];
  - (4) Administrative heads appointed by the Governor, board, commission or other authority, unless otherwise fixed by statute [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xv)]; and
  - (5) Administrative officers, deputies, bureau chiefs, and directors and their positions [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xvi)]; and
  - (6) Personnel employed by the Mississippi Department of Wildlife, Fisheries and Parks as law enforcement trainees (cadets) [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xxi)].
2. Agencies or positions with statutory exclusion (not under the salary setting authority of the State Personnel Board and not subject to the compensation policies of this memorandum) are listed below. Please note, however, that the restrictive appropriations language is applicable to all agencies where the language has been included in FY 2006 appropriations and applies to state and non-state service positions, unless otherwise specifically excepted in law.
  - a. Non-state service agencies [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(i) (ii) (iii) (iv) (vii) (viii) (xvii)];
  - b. Non-state service occupations [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c) (v) (vi) (ix) (xiii)];
  - c. Non-state service positions of associate director, deputy directors and bureau directors within the Department of Agriculture and Commerce [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xix)];
  - d. Non-state service positions of deputy superintendents, associate superintendents and divisional directors within the State Department of Education [Refer, Mississippi Code of 1972, Annotated, Section 37-3-13(2)]; and
  - e. Non-state service positions of associate directors, deputy directors and bureau directors within the Mississippi Development Authority [Refer, Mississippi Code of 1972, Annotated, Section 57-1-5(3)(c)(xi)].
3. Salaries set by statute shall be implemented strictly in accordance with legislative intent [Refer, Mississippi Code of 1972, Annotated, Sections 25-3-31 and 25-3-35].



**C. Policy Provisions for Implementation of Legislative Intent**

1. Realignment

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2006.

2. In-service COLA

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2006.

3. Reallocations

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2006.

4. Longevity

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2006.

5. Productivity

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2006.

6. No Increase to Appropriated Dollars or Projected Annual Cost

On or about July 1, 2005, the State Personnel Board shall publish the projected annual cost to fully fund all appropriated positions in compliance with the provisions of this act.

a. It shall be the responsibility of the agency head to ensure that no single personnel action increases this projected annual cost and/or the Fiscal Year 2006 appropriation for "Personal Services" when annualized.

b. At the end of each day, the SPB will publish a report indicating the flexibility available to each agency with regard to the projected annual cost or the appropriated dollars.

c. If the SPB determines that the agency has taken an action which would cause the agency to exceed this projected annual cost or the Fiscal Year 2006 "Personal Services" appropriated level, when annualized, then the action will



not be processed until such time as the agency has sufficiently reduced the projected annual cost and/or the appropriation requirement

- d. If it is determined that through administrative error an agency is out of compliance at any time, SPB staff will reverse all necessary actions on a last processed, first reversed basis, unless otherwise promptly directed in writing by the agency.
- e. This language is not intended to stop the escalation of time-limited positions. Escalations shall not be considered to cause an agency to exceed the established limits, and will not be accounted for in the monthly reports relative to this language.

**D. Scope of State Personnel Director's Authority**

1. Requests for State Personnel Board Action

All requests for State Personnel Board action under the Variable Compensation Plan Policy Memorandum No. 2 - Fiscal Year 2006 shall cite the section of the policy memorandum which authorizes such requests and action by the State Personnel Board. The State Personnel Director shall implement only those salary increases provided for in the appropriation bills for Fiscal Year 2006, which are identified in Section C above, and which are appropriately submitted.

2. Limitations on Reallocations

All requests for reallocations must be justified and submitted by the requesting agency as outlined in the Mississippi SPB Policy and Procedures Manual for approval by the State Personnel Director.

Agencies with misclassified positions may include requests for upward reallocations in their Fiscal Year 2006 Budget Request. However, each agency head shall have the opportunity to document the need for downward or lateral reallocations by demonstrating that a bona fide staffing need exists.

- a. Reallocations should be accompanied by **detailed** on-line justification. The agency should also submit to SPB staff, the appropriate Job Content Questionnaire(s) and organizational chart(s), with a screen print of the AReallocation/Reclassification@ attached.
- b. If an employee who has received a reallocation returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the reallocation, except as may be adjusted by legislative increases.



- c. The authorized salary for the lateral reallocation of a filled position is no more than the current salary before the reallocation.
- d. The authorized salary for the downward reallocation of a filled position shall be no greater than the difference between the old and the new starting salaries, subtracted from the current salary. However, at agency head discretion, the authorized salary may be reduced to a lower salary within the new job class pay range to ensure equitable compensation with other employees in the same classification. A written acknowledgement signed by the affected employee shall accompany all downward reallocations.

**EXAMPLE**

Current Salary:	\$18,408.60
Old Start Salary:	\$18,220.80
New Start Salary:	\$12,648.12

$\$18,220.80 - \$12,648.12 = \$ 5,572.68$   
 $\$18,408.60 - \$ 5,572.68 = \$12,835.92 \text{ MAX}$

In extraordinary circumstances, the agency may request the State Personnel Director to allow the employee to remain at his/her current salary as long as the current salary does not exceed the end salary of the new classification.

3. **Reclassifications**

Appropriations language, as included in Section A of this policy, suspends reclassifications for Fiscal Year 2006, with the exception of the advancement of a trainee/cadet to the next level of a bona-fide career ladder.

In certain limited circumstances, agency heads may be granted authority by the State Personnel Board to reclassify positions. Once reclassification authority is approved by the State Personnel Board, reclassification actions may be implemented at the discretion of the agency head. This authority shall expire at the end of each fiscal year unless continuation is adequately justified. Each year on a date prior to fiscal year conversion, the State Personnel Board allows each agency to submit requests for changes to, or continuation of, the authorized schedule of reclassifications. Only reclassifications of classes that are on the authorized reclassification list shall be implemented.

The maximum salary authorized for an individual receiving reclassification is the difference between the starting salaries of the two positions added to his/her current salary. The award of the maximum is at agency-head discretion.



4. Original Appointments

a. Standard New Hire Salary

The authorized salary for a new hire after June 30, 2005, is at or below the starting salary assigned the class in which employed. At the agency head's discretion, a request to increase an employee's salary to the starting salary may be submitted at any time. At no time will a new employee be hired below the federally mandated minimum wage of \$5.15 per hour.

b. Recruitment Flexibility

Appropriations language, as included in Section A of this policy, suspends recruitment flexibility for Fiscal Year 2006, with the exception of emergency appointments of Nurses, Pharmacists and other health care professionals.

Currently approved recruitment flexibility includes:

- Nurse I, II, III, IV, Chief (25%) – Department of Health
- Pharmacist I, II, III, Director (20%) – All user agencies
- Medical Technologist Senior (20%) – Mississippi State Hospital
- Nurse Chief (35%) – Mississippi State Hospital
- Nurse Chief (40%) – Veterans Affairs Board

- (1) All requests to recruit applicants at a salary exceeding the assigned starting salary are to be submitted for State Personnel Board approval prior to a job offer or appointment of an applicant. Such a request shall be accompanied by a letter of justification from the agency head describing documented recruitment difficulties experienced by the agency.

The recruitment difficulties recognized by the Board include, but are not limited to:

- (a) Documented recruitment difficulties for a job class which may be attributed to the established minimum or special qualifications of a job; and/or
- (b) Insufficient labor market availability of qualified applicants and/or availability of a limited applicant pool complicated by a salary range for the job which is not competitive with the relevant labor market.

Misclassification of a position shall not be used as the basis for a recruitment flexibility request.



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- (2) Requests for recruitment flexibility approved by the State Personnel Board for an entire classification or for a specific position shall be valid for a period of twelve (12) months from the effective date of approval. If the agency is unable to fill the position within the twelve (12) month period, the State Personnel Director may authorize an extension of the recruitment flexibility for an additional twelve (12) months.

Should the agency fill the position within the initial twelve (12) months approved by the State Personnel Board and should the incumbent subsequently leave the position, the State Personnel Director may authorize the Recruitment Flexibility for a period of twenty-four (24) months from the original effective date approved by the State Personnel Board.

- (3) If within twelve (12) months from the date of hire, the incumbent of a position which has been authorized for recruitment flexibility transfers to a position which has not been authorized for recruitment flexibility, the salary at transfer shall be established by calculating what the incumbent's salary would have been had the position from which he/she transferred not been authorized for recruitment flexibility.
- (4) At the time of hire, the agency shall submit a written acknowledgment signed by the affected employee certifying that he/she has been notified of and fully understands the recruitment flexibility policies and salary calculations.

5. Appointment of New Hires from Agencies or Classifications Not Under the Purview of the State Personnel Board

The authorized salary for an individual hired from a State agency or classification not under the purview of the State Personnel Board into an agency/classification under the purview of the State Personnel Board shall be determined under the provisions for "Original Appointments," Section D.4.

6. Appointment of Executive Directors

For the purposes of this section, the supervisory authority is the individual, board or commission which may terminate an agency head either at will or through due process as specified by legislation. For agencies where no supervisory authority is specified, the State Personnel Board will set the salary of the agency head.



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a. Initial Salary

The supervisory authority responsible for appointing each Executive Director shall have the flexibility at the time of hire to establish the salary of the appointed official up to mid-point within the appropriate range. If the individual being appointed has served as an executive director for another state agency for at least twelve (12) months, then the appointing authority may establish the salary up to the end salary of the appropriate range. The salary shall be based upon factors directly related to job performance such as previous work experience and educational attainment. The following documentation shall be submitted at the time of the appointment:

- (1) A letter of appointment, signed by the Governor or the chairperson of the appointing board or commission;
- (2) An Experience and Training Record completed by the employee; and
- (3) A copy of the official minutes wherein the employment decision was reached.

b. Executive Salaries Set in Statute

If an Executive Director whose salary is set by statute is transferred or reallocated to an Executive Director position not set in statute, the salary of that individual may be established under the provisions of Section D.7 above.

7. Replacement of Departing Employees

a. In the event an employee transfers to another position within the master agency, the agency may replace that employee with an individual from within state service at current salary or starting salary, whichever is greater; or with a new hire at starting salary.

b. In the event an employee transfers to another master agency; or leaves state government through his/her own accord, by death, by dismissal or by retirement, the hiring agency may replace that employee with an individual from within state service or with a new hire at a salary level equivalent to that of the departing employee.

- (1) Current employees and new hires are authorized a salary up to the salary of the departing employee. The agency has twelve (12) months from the date of appointment to award the maximum allowed under this provision.



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- (2) To qualify for the salary of departing employee, the agency must document in SPAHRS the exceptional education and experience of the individual and the critical nature of the position to which he/she is being appointed. The agency must also certify that the salary being awarded will not create any inequities among current employees in the same classification with similar or greater qualifications or state service.
- (3) The salary awarded must also be based on sound personnel management practices and must be consistent with any applicable state or federal law.
- (4) A SPAHRS screen print of the request attached to an Experience and Training Record must be forwarded to the State Personnel Board.

- c. For the purposes of this section, the replacement of a departing employee must occur within one-hundred twenty (120) calendar days of departure.
- d. If an employee who has been transferred to a higher job class returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the transfer, except as may be adjusted by legislative increases.

## 8. Transfers

### a. Lateral Transfers

- (1) The authorized salary for a lateral transfer is no more than the current salary before the transfer.
- (2) If an employee who has been laterally transferred returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the transfer, except as may be adjusted by legislative increases.

### c. Demotional Transfers

The authorized salary for any demotional transfer shall be no greater than the difference between the old and the new starting salaries, subtracted from the current salary. However, at agency head discretion, the authorized salary may be reduced to a lower salary within the new job class pay range to ensure equitable compensation with other employees in the same classification.



**EXAMPLE**

Current Salary:	\$18,408.60
Old Start Salary:	\$18,220.80
New Start Salary:	\$12,648.12

$\$18,220.80 - \$12,648.12 = \$ 5,572.68$   
 $\$18,408.60 - \$ 5,572.68 = \$12,835.92 \text{ MAX}$

- (1) A written agreement signed by the affected employee shall accompany voluntary demotions.
- (2) A written acknowledgment signed by the affected employee, or a statement from the appointing authority or his/her designee certifying that the employee has been notified of the demotion, shall accompany involuntary demotions.
- (3) If an employee who has been promoted returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the promotion, except as may be adjusted by legislative increases.
- (4) In extraordinary circumstances, the agency may request the State Personnel Director to allow the employee to remain at his/her current salary, as long as the current salary does not exceed the end salary of the new classification, and provided the employee is transferring between positions within the same sub-agency.

9. Policies and Procedures for the Award of Educational Benchmarks for Completion of Training and Development Programs

Appropriations language, as included in Section A of this policy, suspends educational benchmarks for Fiscal Year 2006, with the following exceptions:

- Certified Public Accountant
- Masters Degree
- Specialist Degree
- Doctoral Degree
- Passage of the Mississippi Bar

It is the intent of the State Personnel Board to establish policies governing the award of monetary benchmarks for completion of employee training and development programs. These policies are for the purpose of providing employees opportunities to continue acquiring professional skills, knowledge, and expertise.



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The State Personnel Director is authorized to certify requests to award Educational Benchmark increases on a case by case basis. To be eligible for an Educational Benchmark salary increase, an employee must complete requirements which exceed the level of minimum qualifications for education, licensure, or certification listed for the employee's present job class which the employee possessed at the time of appointment into his or her present job class.

a. General Benchmark Policies

- (1) Requests for Educational Benchmark awards are made at the discretion of the agency head.
- (2) Educational benchmarks shall not be awarded for degrees, licenses, certifications or registrations obtained prior to July 1, 1999.
- (3) No employee shall receive more than one educational benchmark increase during Fiscal Year 2006.
- (4) No Educational Benchmark shall be awarded for degrees, licensure, certification or registration, which the incumbent possessed at the time of hire.
- (5) If the employee being awarded an Educational Benchmark is currently at end salary of his or her classification, or should the benchmark cause an employee's salary to exceed end salary, that portion of the benchmark exceeding end salary shall be paid as a one-time lump-sum payment.
- (6) Any recruitment flexibility; or other discretionary compensation awarded for or in anticipation of future educational achievement, licensure, or certification shall not result in a subsequent award of an Educational Benchmark for the same achievement.
- (7) Educational Benchmarks shall not be awarded for degrees, licensure, certifications or registrations, which are required by law for performance of job duties.

b. Degrees

Increases in increments of up to five percent (5%) **may** be awarded to employees obtaining the following degrees: Master's, Specialist and Doctoral.



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c. Licensure or Certification

Increases of up to five percent (5%) **may** be awarded to employees acquiring licensure or certification **directly related** to their jobs.

Employees in information technology classifications may only receive increases related to the completion of educational degrees.

d. Educational Benchmarks for Executive Directors

In accordance with Section 25-3-34, Mississippi Code of 1972, Annotated, as amended, in addition to the salary established by the State Personnel Board for agency heads previously included in Section 25-3-33 (said section now repealed) agency heads may receive the award of an educational benchmark as defined in State Personnel Board rules for the possession or attainment of any of the following:

- (1) The Certified Public Manager designation;
- (2) A job-related PhD (Doctor of Philosophy) degree which is not required as a minimum qualification of the position;
- (3) A job related certification, licensure, or registration requiring the passage of an examination, which is not required as a minimum qualification of the position.

No such official or employee may receive more than a total of three (3) eligible benchmarks, only one of which may be for a job related certification, licensure or registration.

The end salary may be extended to accommodate educational benchmark increases as provided for in Paragraph 25-3-34 of state law.

10. Special Compensation Plans

Appropriations language, as included in Section A of this policy, suspends special compensation plans for Fiscal Year 2006, with the exception of teacher pay increases and school attendance officers.

Further, to qualify for a teacher pay increase, agencies must complete Form SPC-0705 (Attached), which certifies that recipients of increases are performing duties directly related to the education of patients/clients.



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Only special compensation plans reviewed **prior to the start of Fiscal Year 2006** and approved by the State Personnel Board for implementation or continuation during the fiscal year shall be certified.

11. Additional Compensation

Appropriations language, as included in Section A of this policy, suspends additional compensation for Fiscal Year 2006, with the exception of those positions currently authorized for additional compensation.

Further, all Detail to Special Duty Pay currently authorized shall expire as indicated in the agency's request, and shall not be recertified during Fiscal Year 2006.

Certification of additional compensation shall be limited to those forms of additional compensation previously approved by the State Personnel Board with the exception of call-back/overtime pay and any other form of compensation that may be subject to the Fair Labor Standards Act during Fiscal Year 2006. The State Personnel Board shall consider other requests for additional compensation where the request is justified by demonstrating that delayed implementation would seriously impair critical agency operations. The State Personnel Board shall not consider new requests to undertake additional compensation not currently authorized except as a bona fide staffing need or as a part of the Fiscal Year 2006 budget request.

12. Salary Increases Which Exceed the Agency Head

In accordance with Section 25-3-39, Mississippi Code of 1972, Annotated, as amended:

- a. No public officer, public employee, administrator or executive head of any arm or agency of the state, in the executive branch of government, shall be paid a salary or compensation, directly or indirectly, greater than one hundred fifty percent (150%) of the maximum salary fixed in section 25-3-31 Mississippi Code of 1972, Annotated, as amended, for the Governor. All academic officials, members of the teaching staffs and employees of the state institutions of higher learning, the State Board for Community and Junior Colleges, and community and junior colleges, and licensed physicians who are public employees, shall be exempt from this subsection. The Governor shall fix the annual salary of the Executive Director of the Mississippi Development Authority and the annual salary of the Chief of Staff of the Governor's Office, which salaries shall be completely paid by the state and may not be supplemented with any funds from any source, including federal or private funds. Provided, however, that the salary of the Executive Director of the Mississippi Development Authority and the Governor's Chief of Staff shall not be greater than one hundred fifty percent (150%) of the salary of the



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Governor. Furthermore, all professional employees who hold a bachelor=s degree or more advanced degree from an accredited four-year college or university or a certificate or license issued by a state licensing board, commission or agency and who are employed by the Department of Mental Health shall be exempt from this subsection if the State Personnel Board approves the exemption.

- b. No public officer, employee or administrator shall be paid a salary or compensation, directly or indirectly, in excess of the salary of the executive head of the state agency or department in which he/she is employed. Provided, however, the State Personnel Board may, based upon its findings of fact, exempt **physicians and actuaries** from this subsection when the acquisition of such professional services is precluded based on the prevailing wage in the relevant labor market.
- c. Compensation, for purposes of this section, is defined as the employee=s base salary and any additional or special compensation, less paid fringe, authorized by state or federal law or as otherwise provided in State Personnel Board policy. Further, agencies are required to ensure that all employees subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, are not scheduled to work hours that could cause the employee=s total annual compensation to exceed that of the governor or the agency director.
- d. In reference to the language contained in Section 13.a above, the State Personnel Board shall review requests for salary exemption from the Department of Mental Health for employees who hold a bachelor=s degree or more advanced degree from an accredited four-year college or university or a certificate or license issued by a state licensing board, commission or agency on a case by case basis.
- e. In reference to the language contained in Section 13.b above, the State Personnel Board has determined that the salaries of physicians and actuaries are exempt from Section 25-3-39, Mississippi Code of 1972, Annotated, as amended.

13. Reappointments for Employees Returning From an Authorized Leave of Absence without Pay

The authorized salary for an individual returning from an authorized leave of absence to the same job class from which the individual was separated, and within twelve (12) months of separation, is no more than the current salary at the time of the separation, except as may be adjusted by any salary increase authorized by the Legislature and/or through non-appropriated realignment.



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14. Reemployment for Employees Returning to State Service after Separation in Good Standing
  - a. The authorized salary for an individual returning to state service employment within the same job class from which the individual was separated is determined under the provisions for "Original Appointments," Section D.4.
  - b. The authorized salary for an individual returning to state service employment but to another job classification is determined under provisions for "Original Appointments," Section D.4., without regard to the initial reasons for separation.

**E. Performance Appraisal Review (PAR) Requirements**

1. Each agency shall have the Performance Appraisal Review (PAR) system in place. All state service employees, and non-state service employees whose positions fall under the purview of the State Personnel Board's salary setting authority [Refer to Section B.1.b herein] shall be covered under the Performance Appraisal Review (PAR) policies certified by the State Personnel Board.
2. The Performance Appraisal Review system shall be incorporated in all aspects of personnel administration and shall be maintained for each employee on a continuous basis throughout each year. A current PAR rating shall be on file and be provided with, or submitted prior to, requests for processing personnel actions.

If you have any questions regarding Policy Memorandum No. 2, please contact the Office of Classification and Compensation at 359-2769.



Form SPC-0705

**CERTIFICATION OF ACADEMIC TEACHER DUTIES**

I acknowledge by my signature that I am acting in the capacity of an Academic Teacher in my respective position and have reviewed and understand the following guidelines for receipt of an increase as outlined in Section 37-3-19, Mississippi Code of 1972, Annotated, as amended, "Minimum Programs"

- a. I understand that I am classified in an academic teacher classification, and thus possess a Class A, AA, AAA or AAAA teaching certificate;
- b. I certify that I am directly responsible for the instruction of students in various academic courses offered in an institutional setting.
- b. I understand that the salary determination procedures, and any other policy and procedure provisions, may change without prior notice; and
- c. I understand that transfer, reallocation, demotion, agency reorganization or other action may result in the change of my academic teacher status, and the subsequent cessation of teacher pay increases.

Minimum Programs Recipient/Classification	Date	Increase Amount
		\$
Agency Head	Date	





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### **Policy Memorandum No. 3 -FY 2006**

**TO:** Elected Officials, Agency Directors and Personnel  
Officers State Agencies

**FROM:** Robert E. Bass, Jr.  
State Personnel Director

**DATE:** June 17, 2005

**SUBJECT: LEGAL SERVICES CONTRACT POLICIES AND ADMINISTRATIVE  
PROCEDURES FOR FISCAL YEAR 2006**

This memorandum provides the policy and administrative procedures for submitting required documentation to implement Fiscal Year 2006 Contract Requests for Legal Services within state service agencies. These policies and procedures have been promulgated pursuant to Sections 25-9-133 and 27-104-105 Mississippi Code of 1972, Annotated, as amended. These provisions shall supersede all conflicting policies and procedures for administration of contracts for legal services published in the Mississippi State Personnel Board Policy and Procedures Manual, any additional or replacement manuals, and all subsequent changes to the manual, effective close of business June 30, 2005, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 2006.

The following guidelines incorporate a single set of procedures which are designed to assist state agencies in compliance with requirements of state law prescribing the process for payment of legal services performed by attorneys and their assistants.

**A. Legal Services Contracts - Authority**

This policy is promulgated in accordance with Senate Bill 2512 of the 1991 Mississippi Legislative Session and Section 27-104-105. Mississippi Code of 1972, Annotated, as amended.

1. Senate Bill 2512, General Laws of Mississippi, 1991 states, in part:

SECTION 1. The Department of Finance and Administration shall not process any warrant requested by any state agency for payment of legal services without first determining that the services



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and contract were approved by the Attorney General and the State Personnel Board. The State Auditor shall test for compliance with this section.

SECTION 2. The State Auditor shall, when conducting agency audits, test to determine whether or not the state institutions of higher learning and any state agency which does not draw warrants on the Treasury have received approval of the Attorney General for any contract for legal services.

SECTION 3. This act shall take effect and be in force from and after its passage. Approved: March 29, 1991 [1991 Miss. Leg. Sess., Chap. No. 473]

2. **Section 27-104-105** of the Mississippi Code of 1972, Annotated, as amended, **Senate Bill 2512** and states as follows:

The Department of Finance and Administration shall not process any warrant requested by any state agency for payment for legal services without first determining that the services and contract were approved by the Attorney General and the State Personnel Board. The State Auditor shall test for compliance with this section.

**B. Scope and Application of Policies Regarding Legal Services Contracts**

1. These policies will be applied by the State Personnel Board in the enforcement of **Section 27-104-105, Mississippi Code of 1972, Annotated, as amended**. The policies are intended to be consistent with existing law.
2. These policies apply to personal and professional agreements made between State agencies and persons for **legal services** to be rendered during Fiscal Year 2006. The term Agreements@ means written or oral contracts which involve process of payment for legal services by the Department of Finance and Administration. The term Apersons@ means attorneys, law firms, and other individuals who would perform legal services for an attorney or law firm.



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3. For the timely, effective and efficient implementation of the State Personnel System, the State Personnel Board has delegated to the State Personnel Director the authority to review and approve or disapprove legal services contracts in an amount not to exceed a total of \$100,000 per contract, including modifications thereto within the fiscal year. Legal services contracts in an amount exceeding a total of \$100,000 per contract, including modifications thereto within the fiscal year, must be presented to the State Personnel Board for approval or disapproval.
4. Legal services contracts entered into by the Mississippi Department of Transportation and approved by the State Attorney General involving eminent domain activities are not affected by these policies.
5. Legal services contracts entered into by the Office of Attorney General and state agencies for special assistant attorneys general are not affected by these policies.

**C. Administrative and Processing Procedures Regarding Legal Services Contracts**

1. Procedures
  - a. Requests to enter into contracts for legal services, including renewals and modifications, for Fiscal Year 2006 shall be submitted to the Office of the Attorney General prior to submission to the State Personnel Board.
  - b. All agencies online to SPAHRS shall have an authorized representative trained by Mississippi Management Reporting Systems (MMRS) representatives on the relevant screens, navigational procedures, and routing processes. The agency representatives will also receive a SPAHRS manual delineating online contractual request procedures to be used as a guide for all requests made online.

Online agencies should print out one screenprint of all relevant screens from the SPAHRS system and submit this screenprint, along with the proposed contractual agreement signed by the agency head, at the same time the request is transmitted for approval online through SPAHRS. Relevant screenprints can be made by using the Request For Contract Personnel Services Approval Report option found under the Miscellaneous Contracts Report Menu within the Contract Segment of SPAHRS. Printed hard copies will include space for the requesting agency's authorized signature and required signatures from the Attorney General and the State Personnel



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- Board/Director. The section outlining the agency justification for legal services and the consequences of disapproval must be completed prior to submission. The SPAHRS Request For Contract Personnel Services Approval Report should have all authorized agency signatures.
- c. The contract proposed to be executed by State agencies and the screenprint of the SPAHRS "Request For Contract Personnel Services Approval Report" [also known as SPB 620-88 Request for Contract Personnel Services Approval Form (Rev 5/1/97)] shall be made a part of the request for legal services.
  - d. **All contractual agreements must be signed by the appropriate state government authorities.** NOTE: The signature of the contracting vendor should not be obtained until after the proposed contract is approved by the Office of the Attorney General and the State Personnel Board. Agencies which are **NOT** also online SAAS users must forward to DFA a hard copy of a screenprint which indicates that SPB has approved the contract.
  - e. The Office of the Attorney General will forward the contractual documents (the proposed original contract and Request For Contract Personnel Services Approval Report) to the State Personnel Board following approval by the Attorney General. After the proposed contract has been reviewed and approved by the State Personnel Board/Director, it will be returned to the requesting agency for final execution along with a signed screenprint of the SPAHRS Request for Contract Personnel Services Approval Report. A copy of the proposed contract as approved by the Office of the Attorney General and State Personnel Board will be forwarded to the Office of the Attorney General.
2. Renewals, amendments or modifications of existing legal services contracts that will be effective **July 1, 2005** shall be handled in accordance with the above procedural section C.1. Submission of a new screenprint of the SPAHRS Request for Contract Personnel Services Report is required for the new fiscal year. A copy of the previously approved request and any other relevant supporting documentation, including a copy of an existing multi-year contractual agreement shall be attached to the request and submitted by **Monday, June 27, 2005**. The original contractual agreement should not be submitted for request for renewals or modifications.



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3. Contracts proposed to be entered into at other times during Fiscal Year 2006 shall be subject to procedure C.1. and should normally receive State Personnel Board consideration at a next regularly scheduled Board Meeting. Documents received by the State Personnel Board less than (10) working days prior to a scheduled Board meeting will be considered by the State Personnel Board at a subsequent meeting, in absence of submission and acceptance of evidence which substantiates an emergency.
4. Accordingly, all Fiscal Year 2006 requests for legal services shall contain the minimum following materials:
  - a. The original contract approved by the Office of the Attorney General. The proposed contract should be submitted to the Office of the Attorney General and the State Personnel Board prior to execution by the legal services contractor.
  - b. Identification of the attorneys and other legal professionals by name, address, telephone number and employer identification number of the individual(s) who will perform the legal services.
  - c. **Justification of need for legal services including a description of the scope of services and a certified listing of funds expended for legal fees and expenses by the State agency for the previous fiscal year FY 2005. (This listing should also contain the information required in section C.4.b above.)**
5. The agency shall notify the State Personnel Board upon termination of previously approved contracts for legal services or the completion of the performance of services prior to the original terms of the contract (expiration date) in accordance with the following provisions:
  - a. The original approved ARequest for Contract Personnel Services Approval Report@ [SPB Form 620-88 (Rev 5/1/97)] shall be submitted to the State Personnel Director specifying the termination of services and effective date.
  - b. The State Personnel Director shall acknowledge the termination of services submitted and return the original processed ARequest for Contract Personnel Services Approval Report@ to the agency.



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- c. The Department of Finance and Administration shall be notified to this action.

Should you require assistance or have questions concerning this Policy Memorandum, please contact Bob Fagan, Office of General Counsel, Mississippi State Personnel Board at 359-2704.



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## Policy Memorandum No. 5 - FY 2006

**To:** Elected Officials, Agency Directors, and Personnel Officers  
State Service Agencies

**FROM:** Robert E. Bass Jr.,  
State Personnel Director

**DATE:** June 16, 2005

**SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE  
SPECIAL COMPENSATION PLAN FOR INFORMATION  
TECHNOLOGY CLASSIFICATIONS FOR FISCAL YEAR 2006**

### A. STATEMENT OF PURPOSE

It is the intent of the State Personnel Board to establish the Special Compensation Plan for the purpose of attracting, retaining, and developing competent information technology professionals to support the information technology business needs of the State of Mississippi. The Plan shall provide methods for employment, promotion, and reassignment that are responsive to organizational or program needs and that offer flexibility to appointing authorities/governing bodies to negotiate, establish, and adjust salaries.

These provisions shall supersede all conflicting policies and procedures for the administration of salaries published in the Mississippi State Personnel Board Policy and Procedures Manual and any additional or replacement manuals, effective close of business June 30, 2005, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 2006.

The statutory increase or decrease of any salary under the salary setting authority of the State Personnel Board shall comply with the policies below, except where the Legislature may otherwise provide.

Appropriation language, as outlined in Policy Memorandum No. 2 Section A, suspends special compensation plans and educational benchmarks for Fiscal Year 2006 with the exceptions of Teacher pay increases and school attendance officers.



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## **B. COVERAGE OF THESE POLICIES**

These policies shall govern the special compensation plan for classifications within the State of Mississippi Information Technology Career Path Chart and shall supplement the Variable Compensation Plan. This Plan is also open to those state agencies not under the purview of the State Personnel Board which voluntarily operate under limited provisions of the State Personnel Board.

## **C. GENERAL POLICY PROVISIONS**

### **1. Designation Authority**

The State Personnel Board shall have exclusive authority to approve designated Special Compensation Plan positions. The State Personnel Board will appoint, from a list of nominees submitted by the Director of Information Technology Services, an Information Technology Professional Development Committee (ITPDC) to review information technology related degrees in regard to meeting classification minimum requirements and agency requests for reallocations, and class establishments. The ITPDC will provide a recommendation for action to the State Personnel Board. This committee shall act in an advisory capacity to the State Personnel Board and is established pursuant to the statutory authority of the State Personnel Board. The ITPDC shall be established by precept and members are appointed in accordance with the procedures in Attachment I.

Rules for operation of the ITPDC will be published with the Secretary of State's Office as Attachment I to this memorandum.

### **2. Adding Classifications to the Special Compensation Plan**

Classifications shall be added to the Special Compensation Plan only upon prior approval by the State Personnel Board with recommendation by the ITPDC.

### **3. Position Movement**

Positions may be placed under the Information Technology Special Compensation Plan through the normal reallocation process. Requests for budgeted and non-budgeted reallocations and new positions shall be considered on a case-by-case basis by the State Personnel Board with recommendation by the ITPDC. All requests for reallocation must be justified and submitted by the requesting agency as outlined in the Mississippi SPB Policy and Procedures Manual and Policy Memorandum No. 2 for



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approval by the State Personnel Board or the State Personnel Director.

#### **4. Educational Benchmarks**

Employees in Information Technology classifications are eligible for Educational Benchmark increases in accordance with the guidelines set forth in Policy Memorandum No. 2, section D.9. Training for which an employee receives an Educational Benchmark increase will not be used for a special compensation plan increase.

#### **5. Designation Policies**

Each appointing authority shall comply with the State Personnel Board policies and administrative procedures, which govern the designation of positions and employees for inclusion in the Special Compensation Plan.

#### **6. Annual Policy Memorandum**

The State Personnel Board shall publish annually a Special Compensation Plan Policy Memorandum, which addresses all policies and procedures to govern the Special Compensation Plan for that year.

#### **7. Assignment of Salaries**

The salaries assigned to positions in the Special Compensation Plan shall be fixed in accordance with the provisions of the Special Compensation Plan and the Variable Compensation Plan, unless otherwise provided by law.

Salary increases for in-class movement under the Special Compensation Plan component must be submitted on a case by case basis for approval by the State Personnel Board.

#### **8. Provisions for Awarding Information Technology Special Compensation Plan Salary Increases**



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Salary increases for in-class movement under the Special Compensation Plan may be awarded for achievement of educational objectives, the development of additional critical competencies, or evidence of increasing complexity of work goals. The Special Compensation Plan is intended to reward employees who have attained additional education and competencies, which directly add value to their ability to perform the duties and tasks of their positions, which ultimately add value to the agency. It is intended to be awarded individually to employees, similar to an Educational Benchmark, and is not intended to reflect any increase in the value of the classification.

a. General Policies

- (1) Requests for special compensation awards are made at the discretion of the agency head and are based on a twenty four (24) month measurement period. The measurement period begins upon completion of the Competencies/Education Profile form by the employee=s supervisor. The measurement period ends upon award of a special compensation salary increase. Another measurement period begins immediately after the award of a special compensation salary increase.

Employees are eligible for their initial special compensation award after a minimum of twelve (12) months evaluation in an IT Special Compensation Plan position, provided that he/she has remained in the same position and has not been promoted during the evaluation period.

The measurement period will start over upon promotion of the employee or upon a lateral or downward transfer to a different agency than the one in which the employee began the measurement period. Any prior education or training accomplished at the prior agency may be transferred to the new measurement period at the new agency. Certification of prior hours must be received from the employee=s former agency.

- (2) Employees who complete the requirements for a special compensation increase may be eligible for a salary increase of up to six percent (6%) of their current salary at the time they complete the



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requirements. A special compensation increase may be awarded up to twelve (12) months after the employee completes the requirements for a special compensation increase.

- (3) All special compensation awards must be accomplished from within funds available.
- (4) To be eligible for a special compensation award, the employee must have maintained a 2.0 or above rating in each essential duty/standard statement of the individual's Performance Appraisal Rating review during the time period of the award.
- (5) A Competencies/Education Profile (CEP) form (Attachment II) signed by the employee's immediate supervisor and authorized by the agency head must be kept on file by the agency for each special compensation increase.

**b. Requirements for Eligibility**

- (1) To be eligible for a special compensation increase an employee must complete at least one hundred twenty (120) contact hours of education/training. Sixty (60) of the contact hours must be from the listing of pre-approved categories for his/her classification as approved by the State Personnel Director and maintained by the Information Technology Professional Development Committee (ITPDC). The remaining sixty (60) hours may be as approved by the agency head. However, employees who receive a special compensation award for the initial twelve (12) month period, as discussed in paragraphs a(1) and a(2) above, must complete sixty (60) contact hours of education/training. Thirty (30) of the contact hours must be from the listing of pre-approved categories for his/her classification as approved by the State Personnel Director and maintained by the ITPDC. The remaining thirty (30) hours may be as approved by the agency head.
- (2) In addition to the education/training hours, an employee must receive a rating of Yes (Y) indicating added value accomplished by the employee for at least three of the competencies identified for that



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classification, indicating that the employee has fully met the supervisor=s expectations relative to those competencies. Documentation supporting the added value must be maintained by the agency.

- (3) The employee must have maintained a meets expectations, (2.0) or above, in each essential duty/standard statement of the individual=s Performance Appraisal Review (PAR) rating during the measurement period.

c. Approved Education/Training

- (1) A listing of qualified education/training categories will be maintained by the Information Technology Professional Development Committee (ITPDC). Approved categories will be listed for each of the four (4) job families (Management, Infrastructure, Operations and Support, and Systems Delivery, see Attachment No. 3). Training hours from conferences must be documented in detail, reviewed, and approved by the agency head for consideration of training hours for special compensation.
- (2) Copies of course certificates or other documents specifying completion of education/training hours shall be maintained by the agency and shall accompany the Competencies/Education Profile (CEP) form. In the case of education/training which specifies a range of hours required for completion, the minimum number of hours specified will be used. In the case of conferences or general session type meetings where individual documents of completion are not distributed to participants/attendees, the employee=s immediate supervisor must certify in letter format the number of hours claimed by the employee. The certification will be approved by the employee=s first level reviewer or the agency head. On the job training will not be counted as training for special compensation.
- (3) Education/training contact hours shall count only for the current measurement period. Hours achieved in excess of one hundred twenty (120) will not be carried over to future periods, nor will they be given additional weight or computation in the current



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measurement period. Once a special compensation award is made, the employee then begins the next measurement period with zero (0) contact hours.

d. Critical Competencies

- (1) A complete listing of critical competencies has been identified for each job classification. At the beginning of the measurement period, the employee=s supervisor will identify on the Critical Competencies/Education Profile (CEP) form those critical competencies that are to be achieved by the employee. At the end of the measurement period, the supervisor will annotate the form with a AY@ to indicate that the employee has successfully achieved the expected improvement of the individual competency, or, will annotate with a AN@ to indicate that the employee did not achieve the expected level of improvement of that individual competency. An indication of a Y or an N only indicates that the employee did or did not achieve the planned increase in each individual competency. It does not indicate an acceptable or unacceptable level of competency, but merely if the employee achieved the change outlined by the supervisor at the beginning of the measurement period.
- (2) During the measurement period, generally at a six month or one-year interval, the critical competencies indicated by the supervisor at the beginning of the measurement period should be reviewed and discussed with the employee. If the focus of the employee=s position has changed since the beginning of the period, the supervisor may at any time prior to the end of one full year of the measurement period close out the previous competency/competencies and indicate a different set of critical competencies to be in effect for the remainder of the measurement period. The close out and resultant change of competency selection must be accompanied by a narrative describing the reason for the change.
- (3) No official feedback document is required for critical competencies. Each supervisor should on a continuing basis review and discuss with the employee, his or her progress, or lack thereof, in relation to each critical competency to be attained during the measurement period.



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Courses, seminars, books, and other materials may be suggested by the supervisor to assist the employee in accomplishment of the competencies.

e. Competencies/Education Profile (CEP) Form

- (1) A CEP form will be filled out by the employee=s PAR rating supervisor at the beginning of the measurement period for each employee eligible to receive a special compensation award as approved by the agency head. After the competencies and education/training goals have been discussed with and agreed to by the employee, the rating supervisor will submit the CEP form to the employee=s PAR first level reviewer for approval. Approved CEP forms will be maintained by the employee=s supervisor or in the employee=s PAR supplemental employee folder.
- (2) During the last fourteen days prior to the end of the first year of the measurement period (or during the PAR review and feedback sessions), the CEP form should be reviewed by the employee=s rating supervisor, and the status of the employee=s accomplishment of competencies and completion should be discussed with the employee. Any changes to the critical competencies to be accomplished must be made by the end of the first year of the measurement period and initialed by the employee and then approved by the employee=s first level reviewer and by the agency head.
- (3) A copy of the CEP form must be maintained in the employee=s file for all requests for a special compensation award. These forms are subject to post award review by the ITPDC or by the State Personnel Board.

**D. STATUS**

Inclusion in the Special Compensation Plan shall not be construed to exclude any position or employee from state service where such position or employee is designated as state service, nor shall inclusion be construed to confer permanent status on employees designated as non-state service. Refer to Miss Code Ann. Section 25-9-107 (c)(1972).



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**E. CLASSIFICATION AND PAY PLAN**

The State Personnel Board shall classify all positions in the Special Compensation Plan by assigning each position to its appropriate job classification according to the position description and the organizational placement of the position.

A pay range shall be assigned by the State Personnel Board to each position in the Special Compensation Plan on the basis of the prevailing wage in the relevant labor market and criteria such as those set forth in the Mississippi State Personnel Board Policies and Procedures Manual . The pay ranges assigned to Special Compensation Plan positions shall be adjusted to maintain competitive market levels.

**F. RECRUITMENT AND APPOINTMENT**

1. Hiring of new employees into information technology positions shall be exempted from the Certificate of Eligibles process established by the State Personnel Board, provided that the applicant meets the minimum qualifications of the classification of the position into which he or she is being appointed.
2. Vacant information technology positions must be reallocated to the appropriate classification within the Special Compensation Plan prior to an initial appointment being made.

**G. SALARY RESTRICTIONS**

1. No new appointee to a Special Compensation Plan position shall be awarded a salary in excess of end salary.
2. Current statutory salary restrictions remain in effect.
3. Salary increases under these policies shall be calculated so as not to result in personal services funding shortfalls, employee reductions-in-force, or the unsupported reallocation of vacant positions.
4. All salary increases must be accomplished from within funds available.

**H. ROLE DESCRIPTION QUESTIONNAIRE (RDO)**

- a. General Policies



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- (1). For all instances where the Job Content Questionnaire is cited in this memorandum, The State Personnel Board Policy and Procedures Manual, other policy memorandum or statements, for Information Technology classifications qualified under the IT Special Compensation Plan a Role Description Questionnaire (RDQ) shall be used in place of the Job Content Questionnaire. Copies of the RDQ and related guidelines may be obtained from the State Personnel Board.
- (2). Requests for all personnel actions for positions allocated to classifications under the IT Special Compensation Plan shall be accompanied by a completed and signed RDQ. Submission of the request in SPAHRS indicates agency endorsement.

Should you have any questions concerning the policies set forth in this memorandum, please contact the Office of Classification and Compensation at 359-2769.



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## Policy Memorandum No. 7 – FY 2006

**TO:** Elected Officials, Agency Directors and Personnel Officers  
State Government Agencies

**FROM:** Robert E. Bass, Jr.  
State Personnel Director

**DATE:** June 16, 2005

**RE:** **ADMINISTRATION OF THE MANAGEMENT TRAINING ACT FOR  
FISCAL YEAR 2006**

### A. Statement of Purpose

The administration of the Management Training Act shall be governed by the policies and procedures in this memorandum. These provisions shall supercede all other policies, procedures and guidelines existing prior to this memorandum effective at the close of business June 30, 2005, and shall become an official attachment to the State Personnel Board Policy and Procedures Manual for Fiscal Year 2006.

The development of the following policies is based upon implementation of legislative intent as expressed in the following language contained in Section 25-9-401(3), Mississippi Code 1972, Annotated:

There is hereby established a management training program for state employees to be administered by the State Personnel Board for the purposes of increasing efficiency and economy in government departments by improving the management functions of agencies. The State Personnel Board shall provide an overall plan for coordination and implementation of educational programs in the area of management training for state employees. Such plan shall be developed with full recognition of the requirements and needs of state agencies. . . .

### B. Management Training Act Guidelines

The Mississippi State Personnel Board (SPB) shall provide a comprehensive management training plan to all state service employees and non-state service employees, as defined in Section 25-9-107(c)(i-xxi), Section 37-3-13(2), and Section 57-1-5(3)(c)(xi), Mississippi Code 1972, Annotated. Every manager in state government is to receive training in the basic management functions required in order to ensure the fulfillment of the missions of state



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agencies. Such management functions shall include, but are not limited to, management of human resources, material resources and fiscal resources; organization of state government; and development of decision-making skills and problem-solving skills.

**C. The Mississippi Management Training Program**

1. This Mississippi State Personnel Board, Office of Training administers and/or supports four (4) management training programs:
  - a. The Basic Supervisory Course (BSC) is a broad-based management development program, designed to provide public sector professionals with training experience that translates into maximizing the effectiveness of government organizations. This supervisory development certificate program offers practitioner-oriented course work consisting of fresh approaches, new ideas, and usable information, specifically for managers in state government. Topics include the organization of state government, the management of human resources and personnel law, the Mississippi legislative process, interpersonal communication, coaching and feedback and competency based management principles.
  - b. The Certificate in Supervisory Management (CSM) is the first portion of the Mississippi Certified Public Manager (MCPM) Program, a leadership development program. The CSM component focuses on developing and enhancing the management competencies required for effectively leading and supervising people, projects, and programs in the public sector. The CSM program is designed for directors, managers and supervisors and for individuals who manage projects and programs. Successful completion of the CSM program is a prerequisite for admission to the Certified Public Manager portion of the MCPM program.
  - c. The Certified Public Manager (CPM) Program is a nationally recognized, systematic approach to leadership development in the public sector. It is designed for public administrators at the state, federal, city and local levels of public service who wish to learn both current management theory and practical techniques to improve their performance as public managers. Professional and developmental in nature, the Mississippi Certified Public Manager (MCPM) Program is designed to prepare managers of various governmental levels for the increasingly complex and demanding issues they



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confront each day as they serve the public. The CSM and CPM designations are professional rather than academic credentials. The MCPM is a member of the National Certified Public Manager Consortium.

- d. The State Executive Development Institute (SEDI) is an annual leadership seminar offered by the John C. Stennis Institute of Government designed to prepare mid-to upper level state and local government executives to be more effective leaders. A broad range of topics are presented by government officials, researchers and instructors in order to bring participants a well-rounded and applicable curriculum. The SEDI curriculum includes cutting edge management theory, organizational development concepts and techniques, administration and applied management techniques and a variety of other related and timely topics.

#### **D. The Basic Supervisory Course Requirements**

##### 1. Basic Supervisory Participation

- a. All state employees appointed after July 1, 2003, to a supervisory or management position shall participate in the Basic Supervisory Course Program within 18 months from the date of initial appointment.
- b. All state employees appointed prior July 1, 2003, to a supervisory or management position shall participate in the Basic Supervisory Course Program within three (3) years of the implementation of the Management Training Program.

##### 2. Exemption from Participation

- a. The executive director of an agency may request exemption of an employee from the requirement of management training by sending a written request for such exemption to the State Personnel Director.
- b. The State Personnel Board shall promulgate rules and regulations, which set forth the criteria by which the State Personnel Director may exempt an employee from the requirement of management training.
  - (1) All agency heads, appointed officials, and elected officials are exempt from statutory BSC attendance.



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- (2) All BSC, CSM and CPM graduates and all current CSM/CPM participants have already fulfilled the Management Training Act requirements.

### 3. The Basic Supervisory Course Certification Requirements

- a. Applicants must submit a completed Participant Goals form, signed by their supervisor, to the SPB Management Training Division prior to the start date of the training session for which the participant is registered.
- b. Participants must attend the entire one-week course.
- c. When an excused absence is necessary, the participant must make up the missed portion within 60 days. The SPB will work with the participant to identify times and locations for making up the missed course work.
- d. Participants must submit a completed Individual Development Plan (IDP), signed by the participant's supervisor, within 90 days from the date of completion of the course.
- e. Completion of a post test instrument with a minimum passing score of 70%.
  - (1) Individuals may retake the post-test three (3) times.
  - (2) Retests are scheduled on a monthly basis.

### 4. Basic Supervisory Course Registration and Cancellation Requirements

- a. The Basic Supervisory Course is designed for public sector supervisors, managers and administrators at any level in state government. Eligible employees can obtain a BSC registration form from the following locations:
  - (1) SPB Office of Training, Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, MS 39201;  
  
Management Training Division, SPB Training Center, 116 Market Ridge Drive, Ridgeland, MS 39157;



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The State Personnel Board Website at [www.spb.state.ms.us](http://www.spb.state.ms.us); or any agency Human Resource or Training Department.

- (2) Applicants are encouraged to submit their registration form at least four (4) weeks prior to the BSC session they plan to attend. Indicated preferences will be accommodated when possible. Seating capacity is limited (maximum 25 participants per session), and applicants are registered in the order the registrations are received.
  - (3) Registrations must have the signature of approval from the applicant's supervisor and the Human Resource/Training Director or other authorizing official of the agency.
- b. Cancellation of any registration for the BSC must be made in writing at least two (2) weeks prior to the scheduled session. The agency will be billed for cancellations made less than two (2) weeks prior to the session.
- (1) When cancellation is necessary, substitution of participants is allowed.
  - (2) Substitute participants must follow the BSC participation requirements
5. Basic Supervisory Course Scheduling Procedures
- a. The Basic Supervisory Course sessions are scheduled on a six-month basis, and schedules are distributed biannually.
  - b. The State Personnel Board maintains a two-semester calendar, from July through December and from January through June.
  - c. BSC open enrollment sessions are scheduled throughout the year and registrations are accepted from any public sector organization. Open enrollment BSC sessions are scheduled at the SPB Training Center and other sites throughout the state, generally in the southern and northern regions.
  - d. BSC Agency sponsored sessions are scheduled per the request of any public sector organization or agency, and can be held at the location of the sponsor's choice, including the SPB Training Center, if space is available.
    - (1) The sponsoring agency must agree to provide a minimum of twenty



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- (20) participants for a sponsored session.
- (2) The maximum enrollment for an agency-sponsored session is twenty-five (25) participants.
  - (3) Two or more agencies may combine to meet the minimum enrollment for a sponsored session.
  - (4) When the session will be held at a location other than the SPB Training Center, agencies sponsoring a BSC session must provide a contact person as site coordinator to assist the BSC coordinator with logistical arrangements.
  - (5) The BSC session coordinator will work with the sponsoring agency training coordinator to ensure the proper registration and notification of participants and instructors and the delivery of all course materials, equipment and supplies.
  - (6) Agency sponsored registration forms must be received by the SPB Management Training Division at least three (3) weeks prior to the start date of the scheduled session.
- e. Agencies may choose to host a BSC session at their agency as an open enrollment session or at the request of the SPB Management Training Division due to the need for a session in a particular region of the state. Agencies that host a BSC session provide the training space at the site of the agency or another location in the proximity of the agency.
- (1) Hosting agencies receive one free admission for an employee to attend the BSC session scheduled at the agency site **when there is a minimum of 18 participants registered.**
  - (2) Agencies can notify the Management Training Division of the number of employees in a particular region of the state who need to attend a BSC session, and accommodations will be made to offer a session in that location if there is a sufficient number of applicants from other agencies in that region.



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6. Basic Supervisory Course Participation Cost
  - a. The Basic Supervisory Course cost is \$300 per participant.
  - b. For an agency sponsored BSC the cost is \$6500 per session up to a maximum of 25 participants.
  - c. Agencies are billed for participants at the completion of a session.

**E. Educational Benchmark Awards**

**The provisions of this section are suspended in accordance with the Fiscal Year 2006 restrictions found in the agencies appropriations legislation unless otherwise allowed by law.**

It is the intent of the Legislature to provide incentives for the successful completion of the various levels of management training provided to state employees. Per legislation, the State Personnel Board has established the following maximum amounts of such incentives:

- 1% increase = Basic Supervisory Course (BSC)
- 2% increase = Certificate in Supervisory Management (CSM)
- 3% increase = Completion of Certified Public Manager (CPM) Program
- 1% increase = Completion of the Stennis Executive Development Institute

Note: An employee who has completed the CSM and/or the CPM will not be eligible for a 1% increase for subsequently completing the BSC.

**F. Annual Training Needs Assessments**

1. The State Personnel Board Office of Training shall conduct an annual assessment of the overall need for management training in state agencies, which shall include training identified by executive heads of agencies.
  - a. The Office of Training shall develop performance objectives for the Management Training Program expressed as measurable outputs and outcomes.
    - (1) Performance objectives include training outputs which express the increases in skills, knowledge and abilities gained in the training; and



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(2) Management outcomes express improvements in public administration in the State of Mississippi due to the training program.

b. The Office of Training shall annually measure the program effectiveness and revise its performance objectives for the Management Training Program as necessary.

**G. Reporting Requirements**

1. On July 1 of each year, all state agencies shall submit to the SPB Office of Training a report that will include information as specified by SPB pertaining to the amount of funds spent on management training.
  - a. Reports on funds expended must be completed by sub-agency.
  - b. All management training expenditures shall be reported for the previous fiscal year.
  - c. The expenditure report shall include the total amount of funds spent on participant training for BSC, CSM, CPM, and other management training programs, to include travel and other costs.
2. SPB will report annually to the legislature the amount of funds spent on management training by each state agency and the effectiveness of the training program for each state agency as measured by the State Personnel Board's performance objectives.

If you have any questions regarding Policy Memorandum No. 7, please contact the Office of Training at 601-359-2722.

## **Attachment No. 1 to Policy Memorandum No. 5 - FY 2006**

### Information Technology Professional Development Committee

- I. The Information Technology Professional Development Committee (ITPDC) is chartered by the State Personnel Board (SPB) as an advisory group for the field of information technology.
- II. The purpose of the ITPDC is to make recommendations to the State Personnel Board on specific requested personnel actions within the field of information technology, as detailed below.
- III. Composition of the ITPDC:
  - A. The Committee will consist of ten (10) members.
  - B. In order to have a quorum for a meeting of the Committee, at least five (5) members must be present.
  - C. The State Personnel Director, or an SPB staff member designated by the State Personnel Director, will be a permanent member of the ITPDC.
  - D. The ITS Executive Director, or an ITS staff member designated by the ITS Executive Director, will be a permanent member of the ITPDC.
  - E. The Chairmanship of the Committee will rotate on a fiscal year basis between the State Personnel Director or his/her designee and the ITS Executive Director or his/her designee. The State Personnel Director will serve as chair for the remainder of Fiscal Year 1998 and in odd-numbered fiscal years thereafter. The ITS Executive Director will serve as chair in even-numbered fiscal years after Fiscal Year 1999.
  - F. The other eight (8) Committee members will be appointed by the State Personnel Board from a list of nominees submitted by the ITS Executive Director, as follows:
    1. Two (2) additional staff members from ITS
    2. Three (3) Information Services Directors from state agencies with large information technology staffs (i.e. ten or more full-time positions for jobs in the information technology career model).
    3. Three (3) additional information technology professionals from other state agencies
- IV. Length of term:
  - A. Members are appointed for staggered six (6) year terms.
  - B. If an individual on the committee leaves state employment, changes agencies, or moves to a non-information technology job within the agency, a new member will be appointed to fill the remainder of that individual's unexpired term.

- V. Scope of the Committee=s Review and Recommendations:
  - A. Review and make recommendations for requests related to the level of information technology positions required within a state agency to effectively perform its technology functions, such as reallocations and requested new positions.
  - B. Review and make recommendations concerning the appropriateness of educational requirements associated with the information technology job classifications.
- VI. Meeting Schedule:
  - G. The Committee=s regular meeting will be held on the first and third Tuesdays of each calendar month.
  - B. If there are no pending requests for the Committee=s consideration, the Committee will not meet.
  - C. Requests to be considered by the Committee should be submitted to the State Personnel Board two weeks prior to the Committee meeting.
  - D. An ad hoc meeting of the Committee can be called at any time at the request of the Chairperson of the Committee.

**Attachment No. 2 to Policy Memorandum No. 5 - Fiscal Year 2006**

Competencies/Education Profile Forms

Competencies/Education Profile Form Information Technology Special Compensation Plan  
**Management Roles: Page#1**

---

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Classification Title: \_\_\_\_\_

PIN : \_\_\_\_\_

Agency: \_\_\_\_\_

Rating Supervisor: \_\_\_\_\_

PIN: \_\_\_\_\_

1<sup>st</sup> Level Reviewer: \_\_\_\_\_

PIN: \_\_\_\_\_

---

Competencies/Behavior Indicators

**Indicate for each checked**

**competency:**

*Please check those to be measured:*

(Y)  
Ye  
s

(N)  
No  
Va  
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Adaptability: \_\_\_\_\_

Coaching and Developing Others: \_\_\_\_\_

Decisive Insight: \_\_\_\_\_

Holding People Accountable: \_\_\_\_\_

Impact and Influence: \_\_\_\_\_

Information Gathering: \_\_\_\_\_

\_\_\_\_\_

Vision Communication: \_\_\_\_\_

\_\_\_\_\_

Leadership: \_\_\_\_\_

\_\_\_\_\_

Measurement period for competencies to be accomplished: \_\_\_\_\_ to: \_\_\_\_\_

Signatures (at the beginning of the measurement period):

\_\_\_\_\_  
Employee

Date

Rating  
Supervisor

Date

\_\_\_\_\_  
1<sup>st</sup> Level Reviewer

Date

Education/Training Contact Hours  
*Course/Conference Title*

Indicate number of contact hours for each

educa  
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rainin  
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item  
listed:

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1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

6: \_\_\_\_\_

7: \_\_\_\_\_

TOTAL HOURS:

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**SUMMARY for Submission**

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For the measurement period from: \_\_\_\_\_ to: \_\_\_\_\_ this employee received a

rating of Yes for value added on \_\_\_\_\_ competencies and completed \_\_\_\_\_ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year \_\_\_\_\_.

Signatures (at the end of the measurement period):

\_\_\_\_\_  
Employee

Date

Rating Supervisor

Date

\_\_\_\_\_  
1<sup>st</sup> Level Reviewer

\_\_\_\_\_  
Date

Competencies/Education Profile Form Information Technology Special Compensation Plan  
**Infrastructure Roles: Page#1**

---

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Classification Title: \_\_\_\_\_ PIN : \_\_\_\_\_

Agency: \_\_\_\_\_

Rating Supervisor: \_\_\_\_\_ PIN: \_\_\_\_\_

1<sup>st</sup> Level Reviewer: \_\_\_\_\_ PIN: \_\_\_\_\_

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Competencies/Behavior Indicators

**Indicate for each checked competency:**

*Please check those to be measured:*

(Y)  
Yes  
(N) No  
Value  
Added

Analytical Thinking/Attention to Detail: \_\_\_\_\_  
\_\_\_\_\_

Business Perspective: \_\_\_\_\_  
\_\_\_\_\_

Communication: \_\_\_\_\_  
\_\_\_\_\_

Customer Advocate: \_\_\_\_\_  
\_\_\_\_\_

Facilitating Effective Relationships: \_\_\_\_\_  
\_\_\_\_\_

Willingness to Learn: \_\_\_\_\_  
\_\_\_\_\_

Fostering Innovation/Leading Change: \_\_\_\_\_

\_\_\_\_\_

Project Performance: \_\_\_\_\_

\_\_\_\_\_

Measurement period for competencies to be accomplished: \_\_\_\_\_ to: \_\_\_\_\_

Signatures (at the beginning of the measurement period):

\_\_\_\_\_  
Employee

Date

Rating  
Supervisor

Date

\_\_\_\_\_  
1<sup>st</sup> Level Reviewer

\_\_\_\_\_  
Date

Education/Training Contact Hours  
*Course/Conference Title*

Indicate number of contact hours for each

educa  
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rainin  
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item  
listed:

---

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

6: \_\_\_\_\_

7: \_\_\_\_\_

TOTAL HOURS:

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**SUMMARY for Submission**

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For the measurement period from: \_\_\_\_\_ to: \_\_\_\_\_ this employee received a

rating of Yes for value added on \_\_\_\_\_ competencies and completed \_\_\_\_\_ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year \_\_\_\_\_.

Signatures (at the end of the measurement period):

\_\_\_\_\_  
Employee

Date

Rating  
Supervisor

Date

\_\_\_\_\_  
1<sup>st</sup> Level Reviewer

\_\_\_\_\_  
Date

Competencies/Education Profile Form Information Technology Special Compensation Plan  
**Operations and Support Roles: Page#1**

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Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Classification Title: \_\_\_\_\_

PIN : \_\_\_\_\_

Agency: \_\_\_\_\_

Rating Supervisor: \_\_\_\_\_

PIN: \_\_\_\_\_

1<sup>st</sup> Level Reviewer: \_\_\_\_\_

PIN: \_\_\_\_\_

---

Competencies/Behavior Indicators

**Indicate for each checked**

**competency:**

*Please check those to be measured:*

(Y)  
Yes  
(N) No  
Value  
Added

Analytical Thinking/Attention to Detail: \_\_\_\_\_  
\_\_\_\_\_

Business Perspective: \_\_\_\_\_  
\_\_\_\_\_

Communication: \_\_\_\_\_  
\_\_\_\_\_

Customer Advocate: \_\_\_\_\_  
\_\_\_\_\_

Facilitating Effective Relationships: \_\_\_\_\_  
\_\_\_\_\_

Willingness to Learn: \_\_\_\_\_  
\_\_\_\_\_

Fostering Innovation: \_\_\_\_\_

\_\_\_\_\_

Personal Accountability: \_\_\_\_\_

\_\_\_\_\_

Measurement period for competencies to be accomplished: \_\_\_\_\_ to: \_\_\_\_\_

Signatures (at the beginning of the measurement period):

\_\_\_\_\_  
Employee

Date

Rating  
Supervisor

Date

\_\_\_\_\_  
1<sup>st</sup> Level Reviewer

\_\_\_\_\_  
Date

Education/Training Contact Hours  
*Course/Conference Title*

Indicate number of contact hours for each

Education/Training Contact Hours <i>Course/Conference Title</i>	Indicate number of contact hours for each
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
1: _____	<input type="checkbox"/>
2: _____	<input type="checkbox"/>
3: _____	<input type="checkbox"/>
4: _____	<input type="checkbox"/>
5: _____	<input type="checkbox"/>
6: _____	
7: _____	

educa  
tion/t  
rainin  
g  
item  
listed:

TOTAL HOURS:

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**SUMMARY for Submission**

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For the measurement period from: \_\_\_\_\_ to: \_\_\_\_\_ this employee received a

rating of Yes for value added on \_\_\_\_\_ competencies and completed \_\_\_\_\_ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year \_\_\_\_\_.

Signatures (at the end of the measurement period):

\_\_\_\_\_  
Employee

Date

Rating Supervisor

Date

\_\_\_\_\_  
1<sup>st</sup> Level Reviewer

\_\_\_\_\_  
Date

Competencies/Education Profile Form Information Technology Special Compensation Plan  
**System Delivery Roles: Page#1**

---

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Classification Title: \_\_\_\_\_ PIN : \_\_\_\_\_

Agency: \_\_\_\_\_

Rating Supervisor: \_\_\_\_\_ PIN: \_\_\_\_\_

1<sup>st</sup> Level Reviewer: \_\_\_\_\_ PIN: \_\_\_\_\_

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Competencies/Behavior Indicators

**Indicate for each checked  
competency:**

*Please check those to be measured:*

(Y)  
Yes  
(N) No  
Value  
Added

Analytical Thinking/Attention to Detail: \_\_\_\_\_  
\_\_\_\_\_

Business Perspective: \_\_\_\_\_  
\_\_\_\_\_

Communication: \_\_\_\_\_  
\_\_\_\_\_

Customer Advocate: \_\_\_\_\_  
\_\_\_\_\_

Facilitating Effective Relationships: \_\_\_\_\_  
\_\_\_\_\_

Willingness to Learn: \_\_\_\_\_  
\_\_\_\_\_

Personal Accountability: \_\_\_\_\_

\_\_\_\_\_

Project Performance: \_\_\_\_\_

\_\_\_\_\_

Measurement period for competencies to be accomplished: \_\_\_\_\_ to: \_\_\_\_\_

Signatures (at the beginning of the measurement period):

\_\_\_\_\_  
Employee

Date

Rating  
Supervisor

Date

\_\_\_\_\_  
1<sup>st</sup> Level Reviewer

\_\_\_\_\_  
Date

Education/Training Contact Hours  
*Course/Conference Title*

Indicate number of contact hours for each

educa  
tion/t  
rainin  
g  
item  
listed:

---

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

6: \_\_\_\_\_

7: \_\_\_\_\_

TOTAL HOURS:

---

**SUMMARY for Submission**

---

For the measurement period from: \_\_\_\_\_ to: \_\_\_\_\_ this employee received a

rating of Yes for value added on \_\_\_\_\_ competencies and completed \_\_\_\_\_ contact hours of education/training and therefore is eligible to receive an Increased Value Compensation as allowed by this agency for Fiscal Year \_\_\_\_\_.

Signatures (at the end of the measurement period):

\_\_\_\_\_  
Employee

Date

Rating  
Supervisor

Date

\_\_\_\_\_  
1<sup>st</sup> Level Reviewer

\_\_\_\_\_  
Date

## Attachment No. 3 to Policy Memorandum No. 5 - Fiscal Year 2006

### Approved Education/Training Categories

#### Information Technology Job Families

##### Management:

- X 2591 Information Systems Director I
- X 2592 Information Systems Director II
  
- X 2594 Chief Systems Information Officer
  
- 2349 Systems Manager I
- X 2350 Systems Manager II
- X 2351 Systems Manager III
  
- X 2372 Operations Manager I
- X 2373 Operations Manager II

##### Infrastructure:

- X 2414 WAN Administrator I
- X 2416 WAN Administrator II
- X 2417 Lead WAN Administrator
  
- X 2399 Network Specialist I
- X 2400 Network Specialist II
- X 2401 Senior Network Specialist
- X 2352 Lead Network Specialist
- X 2353 Lead Network Specialist - ITS
  
- X 2402 Systems Specialist I
- X 2403 Systems Specialist II
- X 2408 Senior Systems Specialist
- X 2370 Lead Systems Specialist
  
- X 2409 Database Analyst I
- X 2410 Database Analyst II
- X 2376 Database Administrator
- X 2380 Database Administrator - ITS
  
- X 2381 Information Technology Planner
- X 2382 Senior Information Technology Planner
- X 2354 Technology Planning Coordinator

##### Operations and Support:

- X 2389 Systems Administrator I
- X 2392 Systems Administrator II
- X 2385 Senior Systems Administrator
- X 2388 Lead Systems Administrator
  
- X 2421 Systems Operator I
- X 2422 Systems Operator II
- X 2423 Senior Systems Operator
- X 2424 Lead Systems Operator
  
- X 2418 Communications Analyst I
- X 2419 Communications Analyst II
- X 2420 Senior Communications Analyst
- X 2398 Communications Administrator
  
- X 2425 Communications Technician I
- X 2426 Communications Technician II
- X 2427 Lead Communications Technician

##### Systems Delivery:

- X 2355 Associate Programmer Analyst
- X 2396 Programmer Analyst I
- X 2397 Programmer Analyst II
- X 2394 Senior Programmer Analyst
- X 2395 Lead Programmer Analyst
  
- X 2356 Associate Business Systems Analyst
- X 2357 Business Systems Analyst I
- X 2365 Business Systems Analyst II
- X 2367 Senior Business Systems Analyst
- X 2369 Lead Business Systems Analyst
- X 2430 Managing Consultant

**SCHEDULE ONE**  
**NON-TECHNICAL FOR ALL FIELDS OF WORK**

- X Time Management
- X Effective Communication
- X Myers Briggs
- X Team Building
- X Customer Service
- X Stress Management
- X Conflict Resolution
- X Technical Writing
- X Help Desk Etiquette
- X Interpersonal Skills
- X Word Processing Skills
- X Working with Difficult People
- X Basic Supervisory Skills

**SCHEDULE TWO  
SUPPLEMENTAL TRAINING FOR ALL FIELDS OF WORK**

<b>Groups A - D</b>	<b>Groups E-F</b>	<b>Groups G-I</b>
Spreadsheets	CSM 1-3	CPM 4-6
Intro to Lans	Intranet	Risk Management
Internet - Using Effectively	Presentation Skills	ICCP
Intro to Telecommunications	Train the Trainer	Business Continuity
ICCP	ICCP	

**SCHEDULE THREE  
INFRASTRUCTURE FAMILY TRAINING**

<b>Groups A - D</b>	<b>Groups E - F</b>	<b>Groups G - I</b>
WAN Administration	CNE (Network Specialist)	Advanced Internetwork Troubleshooting
Wan Management and Configuration Design	Internetwork Troubleshooting	Advanced Routers
Basic BPR	Advanced UNIX	WAN Design
Feasibility Studies (Planning Only)	Advanced Routers	WAN Modeling and Capacity Planning
Budget Prep (Planning Only)	Advanced BPR	Advanced CISCO Certification
Intro to Routers	Strategic Planning	WAN Management and Configuration Design
Intro to Cisco Router Configuration	ADABAS Performance and Tuning	Advanced UNIX
Mainframe Fundamentals	DB2 Performance and Tuning	IT Audit
DBA Utilities	IP Addressing	Advanced DB2 Database Administration
Database Programming	Internetworking Multi-Protocol Environments	ADABAS Database Internals
Procurement Overview	WAN Security	DB2 Internals
IT Long Range Planning	ADABAS Database Design	Architecture Analysis - Data Warehouse Techniques
	DB2 Database Design	Data Modeling Fundamentals and Techniques
	ADABAS Database Administration	Meta-Model Fundamentals and Concepts
	Administration	Any OS/390 Related Training

**SCHEDULE THREE  
INFRASTRUCTURE FAMILY TRAINING  
CONTINUED....**

Groups A - D	Groups E - F	Groups G - I
JCL	Project Management	Specific Database Training (i.e. ORACLE, SYBASE)
TSO	Systems Analysis and Design	
REXX and/or CLISTS	Object Oriented Analysis and Design	
ADABAS Fundamentals	Object Oriented Programming	
ADABAS Physical File Design	Development Methodology	
CONSTRUCT	Defining and Organizing Data Resources	
Supporting and Troubleshooting Windows	Data Dictionary Concepts and Fundamentals	
Intro to UNIX	Data Elements, Keys and Attributes	
Any Z/OS Mainframe Related Training	Advanced Cisco Router Configuration	
Specific Database Training (i.e. ORACLE, SYBASE)	Firewalls and Internet Security	
NATURAL	Any OS/390 Related Training	
	Mid-level CISCO Certification	
	Specific Database Training (i.e. ORACLE, SYBASE)	

**SCHEDULE FOUR  
OPERATIONS AND SUPPORT FAMILY TRAINING**

<b>Groups A - D</b>	<b>Groups E - F</b>	<b>Groups G - I</b>
Intro to AutoCAD - CSU	Intro to LAN Management	CNE Certified Network Engineer
OS/390 Operations	Basic LAN Administration	Project Management
Job Scheduling	RACF Administration	Advanced LAN Administration
JCL	Basic LAN Security	Advanced LAN Security
TSO	Intro to Routers	Intro to LAN Design
TCP/IP	CNA Certified Network Administrator	Quality Assurance
Report Distribution	Intro to Fiber Optics	Computer Operations and Management
Intro to Telecommunications	Procurement Overview	Systems Analysis
Intro to Voicemail	Voice Mail System Administration	Print Management
LOTUS Notes Adm. 1	PBX System Administration	Job Monitoring Tools
OS/390 Related Training	Case Tools	Off-Site Facility Management
Data Center Operations Relevant Training	Data Communication	Tape Management
	LOTUS Notes Adm. 2	Production Control and Data Management

**SCHEDULE FIVE  
SYSTEMS DELIVERY FAMILY TRAINING**

<b>Groups A-D</b>	<b>Groups E-F</b>	<b>Groups G-I</b>
Windows Supporting and Trouble Shooting	Project Management	Advance BPR
Systems Analysis and Design	Basic Cost Benefit Analysis	Advanced Project Management
Data Modeling	BPR	IT Audit
Software Testing	LAN Design	Production Control and Data Management
COBOL	Management Approved Programming Languages	Quality Assurance
NATURAL	JCL	Computer Operations and Management
SQL for ADABAS	Command Level CICS	Systems Analysis
SQL for DB2	TSO/ISPF	Print Management
SAS	Intro. to Quality Assurance	Job Monitoring Tools
JCL	Relational Databases	Off-Site Facility Management
Command Level CICS	Advanced ADABAS Classes	Tape Management
TSO/ISPF	Advanced DB2 Classes	Lotus Notes Development
Power Builder	Data Dictionaries	Imaging
Visual FoxPro	Advanced Construct	Workflow Management
SQL	Visual FoxPro	Document Management
Intro to ADABAS	Client Server Product Classes (Oracle, Sybase, Visual Basic)	EDI/EFT
Intro to DB2	IT Long Range Planning	E. Commerce Training
Data Dictionary Concepts	Advanced Internet/Intranet Classes	

**SCHEDULE FIVE  
SYSTEMS DELIVERY FAMILY TRAINING  
CONTINUED....**

<b>Groups A-D</b>	<b>Groups E-F</b>	<b>Groups G-I</b>
Object Oriented Analysis and Design	Object Oriented Analysis and Design	Managing Project Risk
Project Management Basics	Project Management Intense Projects	Project Estimating
Business Analysis & Requirements Gathering	Business Analysis & Requirements Gathering	
Software Testing Tools and Techniques	Software Testing Tools and Techniques	
Project Estimating	Project Estimating	
Intro to Microsoft Office Suite (Word, Excel)	Advanced Microsoft Office Suite (Word, Excel)	
Intro to Adobe Acrobat	Advanced Adobe Acrobat	
Intro to Microsoft PowerPoint	Advanced Microsoft PowerPoint	
Intro to Microsoft Project	Advanced Microsoft Project	
Intro to Web Authoring (HTML)	Advanced Web Authoring (HTML)	
Intro to Cascading Style Sheets	Advanced Cascading Style Sheets	
Crystal Reports	Advanced Crystal Reports	
Basic JavaScript	Advanced JavaScript	
Designing and Developing Web Sites	Designing and Developing Web Sites	
Web Application Development	Intense Web Application Development	
Developing Secure Web Applications	Developing Secure Web Applications	
Graphic Design	Graphic Design	
Intro to JAVA	Advanced JAVA Programming	
Intro to Microsoft ASP.NET	Advanced/Intense Microsoft VB.NET	

**SCHEDULE FIVE  
SYSTEMS DELIVERY FAMILY TRAINING  
CONTINUED.....**

	Classes	
Code Generators (CONSTRUCT)	JAD/RAD	
Oracle	Lotus Notes Development	
Sybase	Imaging Training	
Home Page Design	Workflow Management	
Intro to HTML	Document Management	
Intro to JAVA	EDI/EFT	
LAN Concepts	E.Commerce Training	
Lotus Notes Development		
Imaging Training		
Workflow Management		
Document Management		
EDI/EFT		
E.Commerce Training		

**SCHEDULE SIX  
MANAGEMENT FAMILY TRAINING**

<b>Groups A - D</b>	<b>Groups E – F</b>	<b>Groups G - I</b>
ITS Procurement Overview	Cost Benefit Analysis	Conflict Resolution
Effective Communication	Information Systems Planning Overview	Stress Management
Time Management	Advanced Project Management	Time Management
Structured Analysis and Design	Supporting MS Windows NT Server Enterprise	CPM Continuing Education Courses
Admin. MS Windows		
Supporting MS Windows Core Technologies		

Any technical training relevant to the manager=s area of responsibility.

**SCHEDULE SEVEN  
APPROVED CONFERENCES AND USER GROUPS**

Groups A - D	Groups E - F	Groups G - I
	CA World	SHARE - IBM User=s Conference
	NASTD	NASTD
	Information Builders User=s Group	NASCIO
	DEVCON - FoxPro Developer=s Conference	IDUG - DB2 User=s Group
	GIGA Conference	COMDEX - Technology Showcase
	CISCO Networkers Conference	DEVCON - FoxPro Developer=s Conference
	ICA Conference	CA World
	Gartner Conference	GIGA Conference
	EXPLORE	CISCO Networkers Conference
	AMDAHL User=s Group	ICA Conference
	Hitachi User=s Group	EXPLORE
	AIIM	AMDAHL User=s Group
	Lotusphere	Hitachi User=s Group
		AIIM
		Lotusphere

