Policy Memorandum No. 1 - FY 2008

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

FROM: Don Thompson
State Personnel Director

DATE: April 25, 2007

SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE REGISTRATION OF AUTHORIZED AGENCIES, POSITIONS, AND PROGRAM BUDGET DATA FOR FISCAL YEAR 2008

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 2008 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, 2007, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 2008.

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, May 25, 2007 **All inconsistencies between Fiscal Year 2008 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 1.10 of the Mississippi State Personnel Board Policy and Procedures Manual , and Section 25-9-135, Mississippi Code of 1972 Annotated, as amended].

2. All permanent and time-limited positions authorized in each agency's appropriation act shall be updated to reflect actual Fiscal Year 2008 Program Budget Data by program and fund source by close of business on Friday, May 25, 2007.

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 2008 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 2008 authorization and submitted to the State Personnel Board by close of business on Friday, May 25, 2007. The charts shall be annotated "Fiscal Year 2008" 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 2008 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

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 2008. This process must be completed no later than close of business on Friday, May 25, 2007. Agencies should also refer to the memorandum dated April 12, 2007, from Deb Biggers, Director of Office and Fund Management, for additional information regarding time limited re-escalations for Fiscal Year 2008.

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, May 25, 2007.

   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;

(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 "Maintain 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 "Wage, Salary and Fringe, Budget Recommendations" menu (PW, BR, BQ) to determine if the positions to be established are currently depicted on "Schedule A". If the positions are included on the schedule, the agency must change the Transaction Type to indicate "F" 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 "Schedule A" through the "Wage, 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. This information can be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Office; MMRS, Management Reporting; MMRS Training Document; 6000 SPAHRS/6200 User Workbook-Human Resources; Wage Salary and Fringe.

d. The establishment of authorized positions which may require the 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 "Abolish 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, May 25, 2007. 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 "Full-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.

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, May 25, 2007.

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 2008 appropriations acts will require agencies to access the "Maintain 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, May 25, 2007.

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 "Position 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, May 25, 2007.

Please reference the SPAHRS User Training Workbook for additional instructions regarding procedures for submission of information through SPAHRS. This information can be located on the Department of Finance and Administration website as follows: www.dfa.state.ms.us; DFA Office; MMRS, Management Reporting; MMRS Training Document; 6000 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.