

2023 NASPEs AWARD

Eugene H. Rooney, Jr. Award Nomination Innovative State Human Resource Management Program

Nominations from dues-paying states are considered for eligibility. Nominated leaders and programs should have a positive effect on the administration of state human resource programs. A state's central human resource department or line agency human resource operations may administer nominated programs.

Programs and projects must have been operational for at least six months and must be transferable to other states. Selection criteria are based on the questions asked on the award application. Included in this packet are the specific criteria for each award and their categories. Nominations are encouraged in all areas of human resource management administration.

PROGRAM INFORMATION

Program Title: Human Resources Best Practices Guide – Mississippi State Government
State: MS

Contact Person: Michael Finley

Contact's Title: Director of Training and Development

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NOMINATOR INFORMATION

Nominator: Michael Finley Title: Director of Training and Development

State: MS Agency: Mississippi State Personnel Board

Telephone: 601-359-2718

E-mail: Michael.finley@mspb.ms.gov

ALL SUBMISSIONS MUST:

- Meet all eligibility requirements • Meet deadline requirements
- Include a complete nomination packet • Conform to all copyright laws

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DETAILS

Please attach a one-page summary of the program. Provide a narrative answer for each of the questions. You are limited to four pages (based on regular 8 1/2 x 11-inch paper double-spaced in 12-point font). The four-page limit does not include the one-page summary.

1. Please provide a brief description of this program.

Creation, development, and implementation of best practices for Mississippi state agency Human Resource personnel in recruitment, retention, employee development, and succession planning. The best practices in this Guide came from Mississippi state agency HR practitioners and offers best practices, areas addressed, and implementation.

2. How long has this program been operational (month and year)?

The Human Resource Best Practices Guide for Mississippi State Government was released in January 2023.

3. Why was this program created? (What problem[s] or issues does it address?)

The Best Practices Guide was created to assist Human Resource personnel in MS state government agencies by providing best practices in four primary areas of Human Resources. By addressing these complex issues, the Guide is intended to assist HR personnel in developing, implementing, and improving their HR practices. This Guide also promotes consistent methodology for state agency HR departments by providing a standard of continuous improvement by which state agencies can review and enhance their HR approaches.

4. Why is this program a new and creative method?

Previously, state agency HR departments operated in a silo with little collaboration. This program allows different state agencies to share the processes that work for them or best practices.

5. What was the program's startup costs? (Provide detailed information about specific purchases for this program, staffing needs and other expenditures, as well as existing materials, technology, and staff already in place.)

Virtually zero start-up cost. No purchases were made. The technology used is Microsoft Word. The only cost is man-hours.

6. What are the program's operational costs?

No operational cost. Once published, the Human Resource Best Practices Guide for Mississippi State Government is available for any state agency. The document is in a PDF format, allowing

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easy email sharing. It is also posted on the Mississippi State Personnel Board website for anyone to download.

7. How is this program funded?

The program was funded through regular workday activities.

8. Did this program originate in your state?

9. Are you aware of similar programs in other states?

If yes, how does this program differ?

Click or tap here to enter text.

10. How do you measure the success of this program?

The Mississippi State Personnel Board surveyed to determine the impact of this program. From the survey, 81% said they liked the program “very well,” and 12% said they “liked” it.

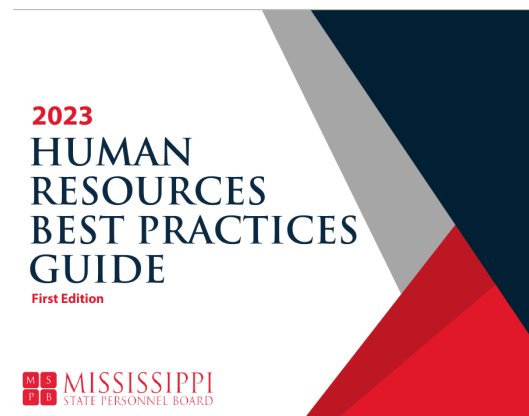
11. How has the program grown and/or changed since its inception?

As this is the first year it was introduced, MSPB is planning a second “HR Summit” this fall to increase the number of topics and edit the current ones. The plan is to continue to make this a living document so that all MS state agencies can benefit.

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The 2023 Human Resources Best Practices Guide presented by the Mississippi State Personnel Board.



In the fall of 2022, The Mississippi State Personnel Board (MSPB) Office of Training and Development designed a plan to address the growing needs of Mississippi state agency Human Resource Departments.

In November 2022, MSPB held an HR Summit, inviting over 150 HR personnel from numerous state agencies. The purpose of this Summit was to gather the necessary information to create HR Best Practices.

Focus groups determined four areas to concentrate on:

1. Employee Recruitment
2. Employee Retention
3. Employee Development
4. Succession Planning

During the HR Summit, the main group was broken into four separate groups with round-robin discussions on these four areas led by a facilitator. A member of MSPB captured the comments of the HR personnel, and the result is thirty-one best practices in these four areas.

In addition to the best practice, implementation was addressed and added to the final product.

These best practices and implementation ideas came from the Mississippi state HR personnel who use these tested practices in their jobs. They did not come from an outside source. These practices have been proven to work in the MS state government.

While pleased with the results, this guide is not a “one-and-done” effort. It will be a repeating cycle. We plan to hold a yearly HR Summit where we can review the practices already created for any necessary updating and also look at other HR areas of need and develop best practices for those areas.