

GENERAL INSTRUCTIONS

All schedules are to be completed as prescribed by the instructions outlined herein. Please review these instructions thoroughly before completing and submitting the Human Resources budget requests. Questions should be directed to your analyst within the Office of Classification and Compensation of the State Personnel Board.

Fiscal Year 2011 Human Resources Budget Requests are due to the State Personnel Board by August 1, 2009. Agencies must submit the following documents as part of their request for each sub-agency:

- ***FY 2011 Human Resources Needs Narrative***
- ***Proposed Organizational Chart depicting all new positions and reallocations***
- ***Job Content Questionnaire (JCQ) for all new position and reallocation requests***
- ***Role Description Questionnaire (RDQ) for all new position and reallocation requests for Information Technology positions***

The following are instructions and guidelines to follow when submitting your FY-2011 Human Resources Budget Request. Please adhere to the following guidelines for submission of your request:

1. All amendments, additions, or error corrections must be corrected by *August 15, 2009*. Any new requests or amendments received after this date and any reconsiderations for items that have been disapproved will go before the State Personnel Board at its December 2009 Regularly Scheduled Meeting and will then be forwarded to the Department of Finance and Administration and the Legislative Budget Office.
2. Human Resources Budget Requests must be entered on-line using Schedules A,B, C, D, E, F, G, H, I, J, and K in accordance with the Wage, Salary, and Fringe Benefits section of SPAHRS (SPAHRS Pathway : PW BR BQ).
3. The following publications of the State Personnel Board should be consulted to ensure accuracy in the preparation of materials to justify all requests. These documents may be obtained online at www.spb.state.ms.us:
 - Policy Memorandum No. 1 - FY 2010
 - Policy Memorandum No. 2 - FY 2010
 - Policy Memorandum No. 5 - FY 2010
 - Schedule of Authorized Reclassifications - FY 2010
 - Special Compensation Plans - FY 2010
4. All classification codes, classification titles, and starting salaries in the Needs Narrative should be derived from SPAHRS except where a new classification is requested in conjunction with a request for reallocation or a new position.
5. SPAHRS will not allow duplicate entries on Schedule B (reallocation) and/or Schedule C (reclassification).

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6. Once all information has been entered into SPAHRS, the Inventory Screen (SPAHRS Pathway : PW BR SI) must be used to transmit the budget request to the State Personnel Board. Once on the inventory screen, press the “F11” key to scroll through all budget schedules to ensure accuracy. Once you have verified all numbers, transmit the request to SPB by choosing modify and placing a “Y” in both blanks and pressing enter. The Inventory Screen should be completed and transmitted by all agencies even if no request is made by the agency. Agencies with no requests will complete the required fields with zeros.
7. Agency Program Budget Data for FY 2011 must be completed in accordance with instructions contained in the Mississippi State Personnel Board Policy and Procedures Manual. Agencies receiving changes in programs should provide the State Personnel Board with a copy of the letter from the Department of Finance and Administration and/or the Legislative Budget Office indicating the new program and/or the elimination of existing programs.
(SPAHRS Pathway : AG MA PB)
8. The Human Resources Budget Request and all required documents should be sent electronically to your Classification/Compensation Analyst. The original package and all amendments will be considered the Official Budget Request.
9. Failure to submit documentation for a request in accordance with these instructions will result in a recommendation of disapproval.

If you are having difficulties entering your request into SPAHRS, consult the following:

1. Your Classification/Compensation Analyst at the State Personnel Board
2. Department of Finance and Administration website:
 - a. www.dfa.state.ms.us
 - b. Choose “DFA Offices”
 - c. Choose “MMRS”
 - d. Choose “Applications”
 - e. Choose “SPAHRS”
 - f. Choose “Training Materials”
 - g. Choose “Wage, Salary, and Fringe”
3. SPAHRS Help Desk Phone Number: (601)-359-1343, option #2

FY 2011 HUMAN RESOURCES NEEDS NARRATIVE

Note: The Agency Needs Narrative can have two forms, either one long narrative that encompasses all of the agency's requests, or a separate page for each request. Whichever you choose, they should include the following information for each requested action:

I. Schedule A - New Positions/Job Classes

- A. Identify the reason for the new position from the following:
 - 1. Proposed New Program
 - 2. Continuation of Existing Program (increase in workload, reevaluation of manpower needs, etc.)
 - 3. Expanded Program/Workload

- B. The following documentation is required for each unique new position request
 - 1. Detailed justification including statistical data, percentage increases, or other documentation relevant to workload and/or growth as it specifically relates to the number of new positions requested.
 - 2. Methodology used to determine the number and classifications of positions requested.
 - 3. List of goals not achieved if the position is not granted.
 - 4. If a new class is requested along with new positions, please explain why a current class cannot be utilized and provide the following:
 - a. Salary survey information using the "Agency Salary Survey Data Sheet", SPB 411.C-88 (Rev 07/07) (attached)
 - b. Detailed justification
 - c. Proposed job description

II. Funding for Existing Vacant Positions

Funding for existing vacant positions may be requested by providing written justification, including statistical data, percentage increases, or other documentation relevant to workload and/or growth as it specifically relates to the requested funding for existing vacant positions. Also include goals not achieved because of a lack of funding for identified vacant positions.

III. Schedule B - Upward Reallocations

- A. Identify the reason for the reallocation from the following:
 - 1. Material Change in employees' scope of responsibilities/duties
 - 2. Change in agency's need for position (vacant positions)
 - 3. Change within a classification series when the agency and/or class series is not authorized for reclassification

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4. Changes in technology

- B. The following documentation is required for each unique reallocation request
1. Detailed justification
 2. If a new class is requested along with new positions, please explain why a current class cannot be utilized and provide the following:
 - a. Salary survey information using the “Agency Salary Survey Data Sheet”, SPB 411.C-88 (Rev 07/07) (attached)
 - b. Detailed justification
 - c. Proposed job description
- C. Reallocations previously submitted and approved by the State Personnel Board but not funded/implemented may be included in the FY 2011 Human Resources Budget Request. Because these reallocations have already been recommended for approval, the FY 2011 Human Resources Needs Narrative should simply identify which requests are being carried forward from the previous year and indicate the continued need for the requests and certification that the organizational placement and duties of the positions have not changed. These requests should be entered into SPAHRS with the new reallocation requests.

IV. Schedule C - Reclassification

- A. Reclassification requests may be submitted for positions allocated to a classification series wherein movement from one level to another is dependent upon acquisition of licensure, certification, registration, or sufficient experience to perform at the journeyman level. Those class series authorized for reclassification have been previously reviewed and approved by the State Personnel Board and may also be referred to as career ladder movements.
- B. Enter the requests into SPAHRS only. No written justification is required.

V. Schedule D - Educational Benchmarks

To be eligible for an educational benchmark salary increase (up to 5%), an employee must complete requirements which exceed the level of minimum qualifications for education, licensure, or certification listed for the employee’s present classification which the employee possessed at the time of appointment into his or her present classification. Enter the requests into SPAHRS only. No written justification is required.

VI. Schedule E - Special Compensation/Experience Benchmarks

- A. Used to compensate employees within selected occupational classes based on a demonstrated inability to compete satisfactorily for employees in terms of pay or availability. Those classifications authorized for Special Compensation have been previously reviewed and approved by the State Personnel Board.
- B. Requests for Special Compensation should include the total dollar amount requested for special compensation plans.
- C. Enter requests into SPAHRS only. No written justification is required.

NOTE: In SPAHRS you should enter the total dollar amount requested in the schedule, not the percentages.

VII. Schedule F - Additional Compensation Currently Authorized-Not Projectable

- A. Paid to individuals in a designated classification who are required by the appointing authority to return to work after regular hours to perform emergency services which are restricted to the care, preservation, and protection of life and property. Additional Compensation is supplementary compensation paid to individuals in designated classes to enable an agency to provide the delivery of essential services within or outside the confines of a standard work period, schedule, or place.
- B. Enter requests into SPAHRS only. No written justification is needed.

NOTE: In SPAHRS you should enter the total dollar amount requested in the schedule, not the percentages.

VIII. Schedule G - Additional Compensation Not Currently Authorized

- A. Requests for Additional Compensation not currently authorized should include the following:
 - 1. Justification for additional compensation (not currently authorized)

NOTE: In SPAHRS you should enter the total dollar amount requested in the schedule, not the percentages.

IX. Schedule H - Overtime Pay Currently Authorized

- A. FLSA Overtime compensation for non-exempt FLSA status positions
- B. Requests for Additional Compensation should include the following:
 - 1. Number of hours and dollar amount anticipate to be paid overtime pay

- C. Enter Requests into SPAHRS only. No written justification is needed.

NOTE: In SPAHRS you should enter the total dollar amount requested in the schedule, not the percentages.

X. Schedule I - Overtime Pay Not Currently Authorized

- A. FLSA Overtime compensation for non-exempt FLSA status positions that is not currently authorized.
- B. Requests for Overtime Pay Not Currently Authorized should include the following:
 - 1. Number of hours and dollar amount anticipated to be paid overtime pay
 - 2. Justification for overtime pay (not currently authorized)

NOTE: In SPAHRS you should enter the total dollar amount requested in the schedule, not the percentages.

XI. Schedule J - Position Status Change

- A. Changes in status of currently authorized positions from the following:
 - 1. Part-time to Full-time
 - 2. Full-time to Part-time
 - 3. Permanent to Time-limited
 - 4. Time-limited to Permanent
- B. Enter requests into SPAHRS only. No written justification is needed.

XII. Schedule K - Standby Pay Currently Authorized

- A. Standby pay is authorized to individuals in a designated occupational class who are required by the appointing authority to be on call after regularly assigned working hours to perform emergency services.
- B. Enter requests into SPAHRS only. No written justification is needed.

NOTE: In SPAHRS you should enter the total dollar amount requested in the schedule, not the percentages.