

## **TO AGENCY HEADS AND PERSONNEL DIRECTORS:**

It is the goal of the State Personnel Board's **Management Information Systems Division** to serve all of Mississippi's agencies by providing expert informational services and other assistance, as appropriate, in an accurate, timely, and efficient manner. Please feel free to contact MIS at any time to discuss your informational needs.

**TO REQUEST ASSISTANCE** with using the SPB website, obtaining information under agency queries, and obtaining other agency data, contact:

Jim Reynolds, MIS Director, at (601)359-6717, or contact Michael Green, Lead Programmer/Analyst, at (601)359-2759.

Because of the confidentiality of information provided by MIS to your agency, we ask that your inquiries come only after approval by your Agency Head and/or Director of your Agency's Human Resource Office.

## **TYPES OF INFORMATION AIDS SPB MIS CAN PROVIDE:**

The State Personnel Board WebSite. (Setup of UserIDs and Passwords, Explanation of SPB WebSite Menu Items).

Special Downloads of StateWide and Agency Specific Files for either Reporting, transfer via Email, or through your computer connection to Information Technology Services.

Special Adhoc Reports from various StateWide and Agency Specific Files; that is, Position/Employee, Agency, Occupation, Budget, Recruitment, and Applicant Files.

Assistance With Problems related to data from the State Personnel Board.