

# HUMAN RESOURCES CERTIFICATION PROGRAM

## PURPOSE/OVERVIEW

The purpose of the Human Resources Certification Program (HRCP) is to develop a well-trained body of human resources practitioners within Mississippi state government by providing a comprehensive training program specifically tailored to human resource professionals at both the technical and managerial levels.

The Professional Level of the Human Resources Certification Program, which is detailed below, will focus on the hands-on application of the key HR technical rules, regulations, policies, procedures, and practices

## INSTRUCTORS

The HRCP will offer a variety of instructors with direct experience in the human resources field. These will include:

- Current and retired HR directors and professionals,
- Human resources consultants,
- Experts from the relevant control agencies and service organizations,
- Trainers currently contracted with by the SPB Office of Training.

**TO ENROLL** the participant must either work in the field of human resources in state government OR be nominated by the agency to participate as part of the agency's succession/retention/talent management efforts.

## CERTIFICATION PROGRAM CONTENT

To achieve HRCP Professional Level Certification, the participant must :

1. Attend the five, four-day module training sessions,
2. Receive a passing score on the written test at the end of each module, and
3. Complete a project and present it to agency management

The HRCP training hours are NOT transferable to other SPB training programs; i.e., the CPM Program.

## WHAT ARE THE ANTICIPATED BENEFITS?

- Reduce training time for new HR staff,
- Close the competency gap for HR specialists,
- Increase flexibility of HR staff via cross-training in multiple HR functions,
- Provide immediate application of learned knowledge,
- Improve services to agency and external clients,
- Contribute to succession/retention/talent management efforts in agency HR offices,
- Expand career opportunities for participants,

## **BENEFITS (cont.)**

- Reduce agency liability through more defensible HR actions,
- Provide access to a large network of HR professionals,
- Expose participants to more effective policies, procedures, and practices,
- Provide more consistency in the application of HR practices throughout state government, and
- Meet a long-standing need in state government for comprehensive, relevant training.

## **CURRICULUM OVERVIEW**

The curriculum for the Professional Level Certification covers those human resources topics thought to be most relevant to the typical Human Resources Office in a state agency. Each four-day module is summarized below:

### **MODULE I: MSPB OVERVIEW**

Overview of the Mississippi State Personnel Board and the services it provides to state agencies.

### **MODULE II: BASIC HR SERVICES**

Recruitment processes and procedures... interviewing and selecting the best candidates... reference and background checks... selecting and job offers... employee orientation... monitoring the new employee... separating the employee... federal regulations... benefits administration.

### **MODULE III: STATE GOVERNMENT HR FUNDAMENTALS**

Position vs. contract worker... job classifications and salary range... the variable compensation plan... salaries... compliance status report... filing a vacant pin.

### **MODULE IV: ORGANIZATIONAL STRUCTURE**

Organizational structure... position management... reorganization, RIFs and furloughs... organizational redesign.

### **MODULE V: BUDGET PROCESS**

State government budget cycle... agency budget process... role of the MSPB, Legislative Budget Office and DFA in the budget process.

**COST:** \$300 per four-day module

5-4-2011