



\* Big Oak Tree State Park

## State of Missouri Employment Guide



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## **State Introduction**

Welcome to the Missouri State Executive Department familiarization and employment guide. We are glad you have interest in becoming an employee or staying employed with the state of Missouri using the State of Missouri Employment Guide. We hope to inform and educate you as to the various Departments within the state and what they offer potential employees and the citizens of the great state of Missouri.

We give a brief description about the various state departments and their separate divisions, and what education or personal interests may fit within each department. We also provide information about career assessments and what they offer for career seekers.

We provide information about the benefit package the state offers as a part of total compensation as a state employee.

The final thing we hope you see isn't listed anywhere and that is passion. We hope you are able to see and hear the passion we feel about our respective departments and our mission. We hope you can see that this isn't just a paycheck or position, but is about the great citizens we feel honored to serve each and every day.

## Introduction to Missouri State Departments

### Office of Administration

Commissioner Sarah Steelman

Accounting  
Budget and Planning  
Facilities  
General Services  
ITSD  
Personnel  
Purchasing

### Department of Agriculture

Director Chris Chinn

Ag Business Development  
Animal Health  
Grain Inspection & Warehousing  
Plant Industries  
Weights, Measures, & Consumer Protection

### Department of Conservation

Director Sara Parker Pauley

Administration  
Field

### Department of Corrections

Director Anne Precythe

Adult Institutions  
Probation & Parole  
Human Services  
Offender Rehabilitative Services

### Department of Economic Development

Director Rob Dixon

Administration  
Regional Engagement  
Business & Community Solutions  
Strategy & Performance  
Tourism  
Missouri One Start  
Missouri Women's Council  
Broadband Development Office  
Missouri Military Advocate  
Missouri Housing Development Commission  
Missouri Development Finance Board

Department of Elementary and Secondary Education      Commissioner Dr. Margie Vandeven  
Financial & Administrative Services  
Learning Services

Department of Health and Senior Services      Director Dr. Randall Williams  
Community & Public Health  
Administration  
Regulation & Licensure  
Senior & Disability Services

Department of Higher Education and Workforce Development      Commissioner Zora Mulligan  
Operations  
Postsecondary Policy  
Workforce Development  
Performance & Strategy  
Communications and Outreach  
General Counsel

Department of Commerce and Insurance      Director Chlora Lindley-Myers  
Insurance Consumer Affairs  
Insurance Company Regulation  
Insurance Market Regulation  
Administration  
Division of Credit Unions  
Division of Finance  
Division of Professional Registration  
Public Service Commission  
Office of the Public Counsel

Department of Labor and Industrial Relations      Commissioner Anna Hui  
Employment Security  
Worker's Compensation  
Labor Standards  
State Board of Mediation  
Missouri Commission on Human Rights

Department of Mental Health      Director Mark Stringer  
Behavioral Health  
Developmental Disabilities  
Administrative Services

Department of Natural Resources

Director Carol S Comer

Energy  
Environmental Quality  
Missouri Geological Survey  
Missouri State Parks

Department of Public Safety

Director Sandy Karsten

Missouri State Highway Patrol  
Fire Safety  
Missouri National Guard  
Alcohol & Tobacco Control  
Missouri Gaming Commission  
Missouri Capital Police  
State Emergency Management Agency (SEMA)  
Missouri Veterans Commission

Department of Revenue

Director Ken Zellers

Motor Vehicle and Driver Licensing  
Taxation  
Administrative  
General Counsel

Department of Social Services

Acting Director Jennifer Tidball

Children's Division  
Division of Youth Services  
Family Support  
Mo HealthNet  
Rehabilitation Services for the Blind

Department of Transportation

Director Patrick McKenna

Safety and Operations  
Chief Engineer  
District Engineers  
Financial  
Administration

## **Office of Administration**

The Office of Administration (OA) is led by Commissioner Sarah Steelman and has been since February 2017. The Office of Administration is the administrative and managerial arm of Missouri State Government. Commissioner Steelman serves as Chief Executive with oversight of the seven divisions within the Office of Administration: The divisions of Accounting, Budget and Planning, Facilities, General Services, ITSD, Personnel, and Purchasing.

OA has a myriad of positions that cover a wide variety of interests and educational needs. If you find satisfaction in mathematics or mathematical reasoning, then perhaps Accounting or Budget and Planning might be in your interest. If you enjoy repairing equipment or facilities, then Facilities might be your target division. If computers and programming are your language, then ITSD needs your acumen. OA, like many departments also has Human Resources positions and positions for people who enjoy economics, accounting, and the art of negotiation in Purchasing.

## **Department of Agriculture**

The Department of Agriculture is led by Director Chris Chinn and has been since January 2017. The Department of Agriculture is dedicated to the promotion and protection of the state's agriculture industry. With nearly 100,000 farms on more than 28 million acres of farmland, the state's Department of Agriculture works to connect farmers with consumers. Director Chinn has oversight of the five divisions within the Department of Agriculture: The divisions of Ag Business Development, Animal Health, Grain Inspection & Warehousing, Plant Industries, and Weights Measures & Consumer Protection.

The Department of Agriculture might be the best place for those who enjoy farm life or the business of agriculture. If you want to make sure farm animals are cared for correctly, then Animal Health may be where to begin your career search. If the non-animal aspects of the farm are more to your liking, then perhaps Grain Inspection & Warehousing or Agriculture Business Development may be a better beginning point. Perhaps keeping farms free from disease or pests or accurate labeling for farm supplies sounds interesting, then check out Plant Industries. But if you want to make sure that what the scale says is accurate, and follows local, state, and national regulations for weighing and measuring, then Weights, Measures & Consumer Protection should be your first stop.

## **Department of Conservation**

The Department of Conservation is led by Director Sara Parker Pauley and has been since November 2016. The Department of Conservation is dedicated to protecting and managing the fish, forest, and wildlife of the state. They facilitate and provide opportunity for all citizens to use, enjoy, and learn about these resources. Director Pauley has oversight of the two divisions with the Department of Conservation: The Division of Administration and Field Division.

If preserving the states wildlife and the forests of our state, the Department of Conservation is where you should begin your career search. Perhaps your idea of a great day at work is ensuring citizens understand and conserve the biological diversity of Missouri's fish, forests, and wildlife, then the Field Division may be the place for you to begin your job search. But protecting the state's flora and fauna requires a solid administrative effort. Yes this includes documentation, but it also includes ensuring the outreach and education portions of the preservation effort occurs.

## **Department of Corrections**

The Department of Corrections is led by Director Anne L Precythe and has been since February 2017. The Department of Corrections operates 21 facilities statewide, including 2 community release centers. The Department of Corrections fosters public safety, health and wellness. They support victims and give back to people in need. They facilitate treatment, education and job training to equip justice-involved Missourians with the skills they need to contribute to the state's communities. Director Precythe has oversight of the four divisions within the Department of Corrections: The Divisions of Adult Institutions, Probation & Parole, Human Services, and Offender Rehabilitative Services.

The Department of Corrections may indeed be all about laws, rules, and regulations, and if that is your bend, then perhaps Adult Institutions, or Probation & Parole may be your first and only stop. But, the Department of Corrections is so much more than that. They also work hard to ensure justice involved individuals get all the medical, mental, education, and career help they need to not return, and that is due to the hard work from the Division of Offender Rehabilitative Services. The Division of Human Services recruits, trains and supports the Department to maintain safety and wellness of its employees.

## **Department of Economic Development**

The Department of Economic Development (DED) is led by Director Rob Dixon and has been since July 2017. The Department of Economic Development works to create an environment that encourages economic growth by supporting Missouri's businesses and diverse industries, strengthening our communities, developing a talented and skilled workforce, and maintaining a high quality of life. Director Dixon has oversight of the eleven divisions within the Department of Economic Development: The divisions of Administration, Regional Engagement, Business & Community Solutions, Strategy & Performance, Tourism, Missouri One Start, Missouri Women's Council, Broadband Development Office, Missouri Military Advocate, Missouri Housing, Development Commission, and the Missouri Development Finance Board.

The Department of Economic Development is concerned with the state's businesses. If you want to be the first contact a potential businesses owner has and that contact helps the business succeed, then the Regional Engagement Division should be the target of your first career search. But often the business landscape changes and businesses need to change with them to address local challenges so these solutions come in partnership with the Business and Community



Solutions Division. The DED helps businesses succeed but they need to be strategic about those solutions and programs. If you believe being successful comes by purposeful planning and program/policy development, then the Division of Strategy and Performance would be happy to have you as a partner. Missouri is a beautiful state with much to see and do. If bragging about our great state through development of the tourism industry is what you feel led to do, then the Division of Tourism could use your ideas. If facilitating economic growth by delivering tailored workforce solutions, all in an effort to grow solid, performing businesses for our state and its citizens sounds like your calling, then Missouri One Start Division is your starting point. If your passion is women's issues, then the Missouri Women's Council is calling. The Broadband Development Division seeks to expand broadband access for all citizens. Maybe ensuring everybody has access to high speed internet access to help Missouri succeed in the 21<sup>st</sup> Century and beyond is your interest? The Office of Military Advocate leads Missouri's efforts to coordinate state and local actions to preserve and expand Missouri's military installations and agencies, improve the quality of life and opportunities for Service members and their families, and to enhance the state's defense industries. If you are called to speak for veterans, then the office could use another voice. Affordable Housing, Low Income Housing Tax Credit Programs, and education/consultation to non-profit housing programs are tasks assigned to the Missouri Housing Development Commission. If these sound like causes you can rally around, then give this division a perusal on [MoCareers](#). If you understand that some infrastructure or economic projects have a high probability of success but need financing so does the Missouri Development Finance Board, and they might need some help.

## **Department of Elementary and Secondary Education**

The Department of Elementary and Secondary Education (DESE) is led by Commissioner Dr. Margie Vandeven and has been since January 2019. The Department of Elementary and Secondary Education administers primary and secondary public education in the state of Missouri. Local municipalities and their respective school districts operate individual public schools but the Department audits performance of public schools. The Department also makes recommendations to state leaders concerning education spending and policies. Commissioner Dr. Vandeven has oversight of the two divisions within the Department of Elementary and Secondary Education: The divisions of Financial & Administrative Services, and Learning Services.

DESE is concerned with all things K-12 education. If ensuring K-12 schools / school districts receive all federal and state funds available to local school districts and other agencies that provide education-related services, then The Financial & Administrative Services is your division. Maybe you just want to make sure students, educators, and schools achieve educational success, or you want to be involved in managing quality schools, college- and career-readiness, special education, educator quality, early and extended learning, adult learning and rehabilitative services, and the data system management. If so, give Learning Services a call.

## **Department of Health and Senior Services**

The Department of Health and Senior Services is led by Director Dr. Randall W. Williams and has been since March 2017. The Department of Health and Senior Services serves the citizens of Missouri by working to improve the health and quality of life for Missourians of all ages. They provide information and education; effective regulation and oversight; quality services and surveillance of diseases and conditions. Director Dr. Williams has oversight of the four divisions with the Department of Health and Senior Services: The divisions of Community & Public Health, Administration, Regulation & Licensure, and Senior & Disability Services.

The Division of Community & Public Health is responsible for supporting and operating more than 100 programs and initiatives addressing public health, so if assisting the public health via programs and initiatives sounds like your calling, give them a call. If you feel the need to ensure Missouri citizens care comes via facilities and medical personnel who meet state, Medicare/Medicaid standards, then the Division of Regulation & Licensure may be your target division. The Division of Senior & Disability Services ensures our “seasoned citizens” receive proper representation on matters such as aging, carrying out the mandates of the State of Missouri regarding programs and services, as well as elder abuse, neglect, and exploitation.

## **Department of Higher Education and Workforce Development**

The Department of Higher Education and Workforce Development (DHEWD) is led by Commissioner Zora Mulligan and has been since its inception in August 2019. The Department of Higher Education and Workforce Development seeks to ensure every Missourian is empowered with the skills and education needed for success by administering and implementing work-based learning programs, coordinating higher education policies that foster a quality postsecondary system, and increasing participation in Missouri's public education institutions. Commissioner Mulligan has oversight of the six divisions with the DHEWD: The divisions of Operations, Postsecondary Policy, Workforce Development, Performance & Strategy, Communications and Outreach, and General Counsel.

The Department of Higher Education and Workforce Development (DHEWD), Division of Operations ensures the department is outfitted correctly by ensuring the department has the talent, facilities and resources to serve Missouri citizens. Maybe researching is your idea of fun. If so, the Office of Performance and Strategy does the researching and reporting on workforce and postsecondary educational data to develop department priorities. If helping people find meaningful careers and career training sounds like a calling you could get behind, the Office of Workforce Development may be where you should look. The Office of Postsecondary Policy evaluates academic programs, collaborates with higher education institutions, and works to decrease barriers to degree completion. The Office of Communications and Outreach promotes department initiatives, programs and services through events and media channels. The department General Counsel ensures the department operates within legal guidelines.

## **Department of Commerce and Insurance**

The Department of Commerce and Insurance (DCI) is led by Director Chlora Lindley-Myers and has been since March 2017. The Department of Commerce and Insurance protects Missouri consumers through our oversight of the insurance industry, banks, credit unions, various professional licensees and various utilities operating in the state. Director Lindley-Myers has oversight of the nine divisions within the Department of Commerce and Insurance: The divisions of Insurance Consumer Affairs, Insurance Company Regulation, Insurance Market Regulation, Administration, Credit Unions, Finance, Professional Registration, Public Service Commission, and Office of the Public Counsel.

Insurance Consumer Affairs acts as a liaison between consumers and the industry and investigates complaints. Insurance Market Regulation reviews insurance policy forms and materials to ensure they comply with Missouri laws and regulations. The Insurance Company Regulation Division monitors and analyzes the financial solvency of insurance companies licensed in Missouri to ensure consumer claims can be paid, as well as licenses and regulates captive insurance companies. The Division of Credit Unions examines and oversees Missouri's 99 state-chartered credit unions. The Division of Finance examines and oversees Missouri's 244 state-chartered banks, non-deposit trust companies and savings and loan associations. The Division of Professional Registration supports 41 professional licensing boards and commissions in licensing and regulating the activities of Missouri professionals. The Public Service Commission is an independently governed commission that regulates investor-owned electric, natural gas, steam, water, and sewer utilities. The office of the Public Counsel represents the public and the interests of utility customers in proceedings before the Missouri Public Service Commission. None of this occurs without people behind the scenes providing operational support, oversight of HR, and IT coordination, and that falls on Administration. As you can see, the DCI is more than insurance agents and insurance documents, much more. If this sounds like work you would want to be a part of, then swing by the DCI web site and see what they have to offer.

## **Department of Labor and Industrial Relations**

The Department of Labor and Industrial Relations is led by Director Anna S Hui and has been since January 2018. The Department of Labor and Industrial Relations is responsible for administering programs that provide an income for workers to offset the loss of a job because of an injury or layoff; collecting unemployment contributions from employers and paying unemployment benefits to those who lost their job due to no fault of their own; determining the appropriate bargaining unit for public employees; regulating wages for public works and construction projects; enforcing the minimum wage law and child labor law, promoting safe working environments; enforcing Missouri's anti-discriminatory statutes and protecting Missouri citizens in the areas of housing, employment and public accommodations. Director Hui has oversight of the five divisions within the Department of Labor and Industrial Relations: The divisions of Employment Security, Worker's Compensation, Labor Standards, the State Board of Mediation, and the Missouri Commission on Human Rights.

If you have ever received Unemployment Insurance (UI) and want to give back, the Division of Employment Security may be a starting point for your career search. If helping those who have been injured on the job or exposed to occupational disease arising out of and in the course of employment sounds like a mission you can get behind, then the Division of Worker's Compensation is where you want to begin. The Division of Labor Standards ensures businesses comply with Missouri's Child Labor Laws and Minimum Wage laws. If your interest in the law lies in the areas of the Public Sector Labor Law (RSMo. Chapter 105.500 - 105.598), which covers most public sector employees who seek union representation, then the State Board of Mediation is the place for you. Perhaps your interest lies in the areas of Missouri's anti-discriminatory, fair housing, employment, and public accommodation statutes. If so, the Missouri Commission on Human Rights is where to begin your career search.

## **Department of Mental Health**

The Missouri Department of Mental Health (DMH) is led by Director Mark Stringer and has been since July 2015. The Missouri Department of Mental Health serves citizens by working to prevent, treat and habilitate individuals with mental disorders, developmental disabilities, and substance use disorders; and by improving the public understanding and attitudes about those with mental health conditions. Director Stringer has oversight of the three divisions within the Department of Mental Health: The divisions of Behavioral Health, Developmental Disabilities, and Administrative Services.

If you want to ensure public mental health services are available to the families and individuals that need them, then the Division of Behavioral Health is the division for you. Perhaps you have a heart for improving the quality of life for individuals with developmental disabilities and their families. If so, then the Division of Developmental Disabilities is calling you. Behind all these great employees are those who help ensure the administrative needs get taken care of so the citizens get the help they need with little delay or hardship, and these folks all work in the Administrative Division.

## **Department of Natural Resources**

The Department of Natural Resources (DNR) is led by Director Carol S Comer and has been since January 2017. The Missouri Department of Natural Resources protects our air, land, water, and mineral resources; preserves our unique natural and historic places; and provides recreational and learning opportunities; while promoting the environmentally sound and energy-efficient operations of businesses, communities, agriculture, and industry for the benefit of all Missourians. Director Comer has oversight of the five divisions within the Department of Natural Resources: The divisions of Administrative Support, Energy, Environmental Quality, Missouri Geological Survey, and Missouri State Parks.

The DNR Division of Energy focuses on affordable and reliable energy generated in the state of Missouri through policy and programs. If you feel like you need to help Missourians prevent pollution, protect the public from harmful emissions, discharges and waste disposal practices,

then the division of Environmental Quality is the place for you. It could be that collecting and distributing information about Missouri's water, mineral, and energy resources in order to support stewardship of the state's natural resources. If so, the Missouri Geological Survey is the division you should look at joining. If you have traveled this great state, then you know that it is a beautiful place to live. The Missouri State Parks system preserves and interprets the state's most outstanding natural landscapes and cultural landmarks, and provides outstanding recreational opportunities compatible with those resources.

## **Department of Public Safety**

The Department of Public Safety (DPS) is led by Director Sandy Karsten and has been since August 2018. The Department of Public Safety coordinates statewide law enforcement, criminal justice and public safety efforts to ensure a safe environment for Missourians. Director Karsten has oversight for the eight divisions within the Department of Public Safety: The divisions of Missouri State Highway Patrol, Fire Safety, Missouri National Guard, Alcohol & Tobacco Control, Missouri Gaming Commission, Missouri Capital Police, State Emergency Management Agency (SEMA), and Missouri Veterans Commission.

If the laws and rules of our state need enforcement, and you feel like the person to do it, then the DPS is for you. It is simply a matter of who you will be doing it with and what laws you enforce. The Missouri Highway Patrol is a fully accredited, full service law enforcement agency that enforces the state's traffic laws and promotes safety on Missouri highways, and much more. The Division of Fire Safety conducts investigations of fires and explosions, provides bomb threat assistance with the use of explosive detecting K-9 units, and so much more than this. The National Guard is the only branch of the military that supports both the president of the United States and the governor of the Guard's home state, in this case Missouri. The Division of Alcohol and Tobacco Control is responsible for the regulatory enforcement of Missouri's liquor laws and the youth access to tobacco. The Missouri Gaming Commission regulates riverboat gambling at 12 licensed casinos, charitable bingo games and horse racing in Missouri. The Missouri Capitol Police is empowered to enforce state law, conduct criminal investigations, control parking, building security, and monitor life safety systems in the buildings and on the grounds of state owned property located in Jefferson City. The State Emergency Management Agency is responsible for coordinating statewide disaster response and recovery.

## **Department of Revenue**

The Department of Revenue (DOR) is led by Director Kenneth J Zellars and has been since October 2019. The Department of Revenue acts as the central collection agency for all state revenue. The department collects taxes, title and register motor vehicles, and license drivers. Director Zellars has oversight of the four divisions within the Department of Revenue: The divisions of Motor Vehicle and Driver Licensing, Taxation, Administration, and General Counsel.

The DOR is more than just collecting dollars and cents. The Motor Vehicle and Driver Licensing Division administers Missouri's laws that relate to titling and registration of motor vehicles,

trailers, all-terrain vehicles, manufactured homes, and marine craft, and licensing drivers. The Taxation Division administers Missouri's tax laws as well as processing and administering forms and reports for the collection of revenue due the state and local taxing jurisdictions. The General Counsel's office ensures the DOR complies with state laws and Department internal policies. If there are laws involved or taxes, there is surely paperwork to do, both for compliance, and internal administrative duties to cover, and that falls on the Administrative division.

## **Department of Social Services**

The Department of Social Services (DSS) is led by Acting Director Jennifer Tidball and has been Acting Director since May 2019. The Department of Social Services is responsible for coordinating programs to provide public assistance to help Missourians with food stamps, health care, child care, child support, blind services and other basic needs, health care coverage for eligible Missourians, child welfare services to help ensure the safety, permanency and well-being of Missouri children, and specialized assistance to troubled youth. Acting Director Tidball has oversight over the five divisions within the Department of Social Services: the Children's Division, the Division of Youth Services, Family Support, Mo HealthNet, and Rehabilitation Services for the Blind.

Working with and for the DSS is a calling to be sure. The Children's Division takes care of the administration of child welfare services by partnering with families, communities, the courts and other governmental entities. The Division of Youth Services is responsible for the care and treatment of youth committed to DYS custody by one of the 46 Missouri juvenile courts. The Family Support division helps families with food stamps, health care, child care, child support, and other needs as they support the mission to maintain and strengthen Missouri families. The MO HealthNet Division offers health care coverage for eligible Missourians. Rehabilitation Services for the Blind helps eligible blind and visually impaired persons achieve personal and employment success. Now you know why DSS is a calling, and the question is... Is it calling you?

## **Department of Transportation**

The Department of Transportation is led by Director Patrick McKenna and has been since December 2015. The Department of Transportation helps develop and improve airports, rail facilities, waterways, transit, bicycle, and pedestrian facilities statewide. The Missouri Department of Transportation responsible for the seventh-largest highway system in the nation – more than 32,000 miles. Director McKenna has oversight of the five divisions within the Department of Transportation: The divisions are as follows: Chief Counsel; Audits and Investigations, Governmental Relations, Construction and Materials, Design, External Civil Rights, MultiModal Operations, Transportation Planning, Highway Safety and Traffic, Maintenance, Motor Carrier Services, Financial Services, General Services, Information Systems, Communications, Equal Opportunity and Diversity, and Human Resources.

The DOT Chief Counsel handles the legal responsibilities for the department and the State Highways and Transportation Commission. The Audits and Investigations Division performs

audits of department operations, external contracts, grant agreements and motor carrier fuel tax returns and apportioned registrations. The division also investigates fraud, waste and abuse; handles employee grievances and Equal Employment Opportunity complaints and analyzes competitive bidding practices. The role of Governmental Relations is to work with federal, state and local officials, the public and department staff to advocate the department's objectives by advancing legislative initiatives designed to develop sound public policies relating to all modes of transportation. Construction and Materials administers contracts and performs material testing to ensure projects are of high quality, completed on time and within budget. Design prepares roadway plans and advertises projects for bids. The division also acquires realty rights for constructing and improving state highways and related facilities. The External Civil Rights Division is responsible for directing the department's external affirmative action, equal opportunity and nondiscrimination programs, which includes the Disadvantaged Business Enterprise Program (DBE), On-the-Job Training Program (OJT), Equal Employment Opportunity, Title VI, Americans with Disability Act (ADA) compliance and all other nondiscrimination or affirmative action programs related to federal-aid contracting activities. The division facilitates all DBE and OJT Supportive Services programs statewide. The Multimodal Operations Division is responsible for administering a number of state and federal programs that fund and support aviation, railroads, transit, waterways and freight development. Transportation Planning is responsible for long-range planning, data administration, road and bridge systems analysis and planning and programming. The Traffic and Highway Safety Division is responsible for working with safety partners to implement education, enforcement, engineering, emergency medical services strategies and public policies that are proven effective in preventing deaths and injuries from motor vehicle crashes. Maintaining state highways and bridges is the primary function of the Maintenance Division. Motor Carrier Services administers registration, fuel tax, permit and safety programs for Missouri's motor carrier companies. The Financial Services Division is responsible for the department's budgeting, accounting, financial reporting, financial policy development and claims management. The Financial Services Division is responsible for the department's budgeting, accounting, financial reporting, financial policy development and claims management. The Information Systems Division provides information technology products, services and support to the department and coordinates its information technology activities. The Communications Division provides information about the commission and the department's projects, programs and services to the public, its partners and MoDOT employees. The Equal Opportunity and Diversity Division administers the department's workforce diversity program. The Human Resources Division develops and administers the department's statewide personnel program. As you can see, MoDOT is a whole lot more than building roads and bridges. There are a myriad of places where talented employees are necessary.

## **Benefits Package**

The comprehensive benefits package the state offers is extensive and is outlined below:

### **LEAVE**

Annual Leave - Three (3) weeks paid per year for new full-time employees, longer term employees can earn more. Prorated leave for part-time employees in eligible positions.

Sick Leave - Three (3) weeks per year for full-time employees. Employees can accumulate sick leave without limit. Unused sick leave can be converted to credited service at retirement. Prorated leave for part-time employees in eligible positions.

Holidays - Twelve (12) paid holidays per year.

Additional Paid Time Off includes – Additional Time Off can be granted for Military Service, Bereavement, Jury Duty, Disaster Relief Services (Red Cross or SEMA), and/or Leave for Emergency Services (Civil Air Patrol).

Leave of Absence without Pay - Family and Medical Leave Act (FMLA) for eligible employees to take unpaid, job protected leave for specified family and medical reasons.

Share Leave – This allows employees to donate certain types of leave for use by other employees who have experienced catastrophic illness or injury.

### **Insurance**

Health Insurance - Medical and prescription drug coverage is provided for full-time employees through Missouri Consolidated Health Care Plan (MCHCP). A new employee may enroll in MCHCP within 31 days of hire and coverage will begin on the first day of the month after enrollment. Coverage is also available for an employee's spouse and children. The cost of health insurance is shared between the employee and the State. MCHCP provides reduced premiums to employees who participate in the Partnership Incentive and Tobacco-Free Incentive.

Health Savings Account (HSA) - Employees who enroll in the High Deductible Health Plan with Health Savings Account (HDHP with HSA) through MCHCP will open an HSA at Central Bank and can make contributions to the account up to allowed maximum contribution limits. An HSA allows HDHP members to pay for qualified medical expenses with pretax dollars. Any amounts not spent during the year can roll over to be used for the next year's qualified medical expenses. MCHCP also contributes to each participating employee's HSA.

Vision Insurance - Vision coverage is provided for full-time employees through MCHCP. A new employee may enroll in MCHCP within 31 days of hire and coverage will begin on the first day of the month after enrollment. Coverage is also available for an employee's spouse and children. MCHCP offers basic and premium vision plans with specific copayments for services from



network providers and allowances for use of non-network providers. The cost of vision insurance is paid by the employee.

Dental Insurance - Dental coverage is provided for full-time employees through MCHCP. A new employee may enroll in MCHCP within 31 days of hire and coverage will begin on the first day of the month after enrollment. Coverage is also available for an employee's spouse and children. MCHCP's dental benefits have a \$50 annual deductible and are limited to \$2,000 annually per person. Coverage includes preventive services covered at 100%, basic services at 80% and major services at 50%. The cost of dental insurance is paid by the employee.

Life Insurance - Basic Life Insurance is free term life insurance coverage, equal to one times employee's annual salary. Optional Life Insurance is term life insurance available with maximum coverage of six times member annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee. Universal Life Insurance is a long-term care benefit.

Long-Term Disability - Provides partial income replacement in the event the employee becomes disabled. Premiums paid by employer.

Strive for Wellness Health Center – The Health Center provides convenient health care to state employees enrolled in an MCHCP medical plan. Located on the 4th floor of the Truman Building in Jefferson City, the health center is staffed by an Advanced Registered Nurse Practitioner and two Medical Assistants.

Strive Employee Life & Family (SELF) - Employees and members' of their household may obtain no-cost and confidential counseling that can successfully help employee and house members deal with life challenges. SELF can assist with stress, parenting, alcohol and drug abuse, mental problems, anxiety, depression, legal issues, identify theft, and financial concerns. Information and access are available 24 hours a day, every day of the year.

COBRA - Employees and their dependents may temporarily continue health insurance when coverage under MCHCP would otherwise end or during periods of reduced work hours. Premiums are paid by the employee.

Workers' Compensation - Protection paid by the state against work-related accidents or illnesses provided immediately upon employment and so long as employed.

## **Retirement**

### **Missouri State Employee Plan (MSEP) 2011**

Member Contributions - 4% of pay

Vesting - Five (5) years (Effective January 1, 2018)

Normal Retirement - At age 67 with 5 years of credited service OR at least age 55 with age and service equaling 90 or more (Rule of 90)

Early Retirement - At age 62 with 5 years of credited service (with reduction) if you retire directly from active employment

Temporary Benefit - Payable if you retire under Rule of 90. This benefit is designed to provide you with supplemental income until you reach age 62, when you become eligible for early Social Security benefits.

Purchased Service - Full actuarial cost for qualifying public sector service

Survivor Benefits - At retirement, members make a benefit payment election which determines if a benefit will be paid to anyone else after the member's death. If a MOSERS member dies prior to retirement, the member's eligible spouse, child, or children may be entitled to survivor benefits.

## **Savings**

Cafeteria Plan - A payroll-deduction savings plan (flexible spending plan) which permits employees to set aside a portion of their salary on a tax-free basis to pay for state-sponsored medical and group term life insurance premiums and to be reimbursed for certain medical, child, and dependent care expenses.

## **Missouri State Employees' Retirement System (MOSERS)**

Annual Benefits Statements - Members can access a summary of pay and benefits through MOSERS.

Educational Seminars (Pre-Retirement Planning) – Pre-Retirement Planning explains your MOSERS retirement benefits and the decisions you make at retirement.

Missouri Deferred Compensation Plan - Administered by MOSERS, the deferred compensation plan provides a convenient way to save for retirement through payroll deduction. Both pre-tax and after-tax (Roth) contribution options are available. Plan features include a custom, yet affordable investment lineup, FREE seminars and consultation with local representatives, and convenient online account access.

MOST - Missouri's 529 College Savings Plan: Helps individuals and families save for college expenses through a tax-advantaged investment plan sponsored by the State of Missouri.

WeSave Discount Program - To help employees stretch their household income, state employees who choose to participate in this FREE program will save money (up to 40% off retail value) on direct-buy products purchased from WeSave merchants.

State of Missouri Employee Discount Website - The State of Missouri Employee Discount Website exists to offer active and retired Missouri state employees discounts on products and services from various vendors in order to express appreciation for their valued service to Missouri citizens.

All discounted products and services offered through this website are provided at no cost to state employees or the State of Missouri.

Credit Union - Checking, savings, and lending services through payroll deduction. Services also include traveler's checks, credit cards, and automatic teller machine cards.

Social Security - Paid through employee-employer contributions.

U.S. Savings Bonds - Available through payroll deduction plan.

Direct Deposit - Employees paychecks are directly deposited to bank, savings institution, or credit union account of their choice.

Payroll Deductions - Direct payment through payroll deductions is available for a variety of insurance and investment programs and for certain charitable causes. Contact your HR Personnel for more information.

Cash Value of Benefits - Learn more about the cash value of employee benefits by reviewing the Calculation of State of Missouri Benefits as a Percentage of Salary worksheet.

Healthy Living Incentives - Strive for Wellness, Partnership Incentive Program; Tobacco Free Incentive; Disease Management Program.

### **Public Service Loan Forgiveness (PSLF) Program**

Employees working for a government agency or not-for-profit organization may be eligible for student loan forgiveness. The Public Service Loan Forgiveness Program forgives the remaining balance on Direct Student Loans for borrowers after they have made 120 qualifying monthly payments under a qualifying repayment plan while working full time for an employer who meets certain qualifications.

More information can be found at <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

### **Misc.**

#### **Employee Development and Training General Information**

Managerial and Supervisory Training classes are available through the Center for Management & Professional Development, as well as technical and computer training classes.

## **Referral Program**

The Show Me a Co-Worker program is an employee referral program that allows state employees to refer potential employees to state jobs and earn time off if the referral gains employment and stays employed by the state for 12 months.

## **Career Assessment**

For those who may not be sure what career direction they would like to take, there are a host of career assessments/aptitude assessments available online. By answering a few questions, these assessments seek to find a participants likes and dislikes to help steer them towards a list of careers.

Some of these assessments are more thorough than others and use far more questions. Some break the potential careers down by level of preparation. IE, no degree up to, and including, specialized certifications, MS degrees or PhDs. Some are free and others will charge for results or thorough results.

Regardless of which one you choose to take, these are meant to guide a user in a specific direction based on their interests or likes and dislikes.

## **MoCareers**

MoCareers is the Missouri State career listing. It has undergone many changes over the last few years in an effort to make career searching easier and the application process faster.

MoCareers allows a potential applicant to search by keyword, department, division, location, or facility. These features allow an applicant to narrow down his or her results to speed up the process of searching for, and applying to, an open position.

Position postings include the location of the position, the department, whether it is full time or part time, salary, what the employee will be doing, any knowledge, skills, or abilities (KSA) that are required by this position, and qualifications.

[mocareers.mo.gov](http://mocareers.mo.gov)