

**MADISON COUNTY
PERSONNEL ACTION**

Department Comptroller Employee Name Jay Hilliard, CPA
 Job title Comptroller Employee SS # ***-**-4881
 Effective Date 03/04/2019

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____
 Rate of Pay \$ _____

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion

From Position: Deputy Comptroller (Part-Time) To Position: Deputy Comptroller (Full-time)
 Rate of Pay \$ 35.64 Rate of Pay \$ 34.47

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Greg Higginbotham Signature  Date 3/1/19

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____