



## OFFICE OF THE DISTRICT ATTORNEY

JOHN K. BRAMLETT, JR.

DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT

RANKIN, MADISON COUNTIES

April 22, 2021

VIA ELECTRONIC MAIL

Madison County Board of Supervisors  
**Attn: Shelton Vance, County Administrator**

Re: DISTRICT ATTORNEY'S OFFICE/MADISON COUNTY  
Employee: **HEATHER EVANS**

Dear Shelton:

With regard to the above-referenced employee, Heather Evans has been working for our office since her initial date of hire on May 1, 2018. She was hired as the Victim Advocate for Madison County, and is now paid an annual salary of \$45,000, which is currently being paid in full by the Madison County Board of Supervisors.

Due to the recent resignation of another of my employees, Nikki Jones, we have offered Ms. Evans that position which we have renamed "Grand Jury Coordinator," at an annual rate of \$55,000. The transition is to take effect the 1<sup>st</sup> of May, 2021 as Ms. Jones' last day with our office is April 30, 2021. Below is a salary breakdown:

Heather Evans' Current Salary paid by BOS (as Victim Advocate)	Nikki Jones' Current Salary paid by BOS (as Paralegal)	Heather Evans' Proposed salary (as Grand Jury Coordinator)	Victim Advocate (unknown at the current time)
\$45,000.00	\$58,000.00	\$55,000.00	TBD

We ask that the Board continue paying Ms. Evans' salary in full, at the new rate of \$55,000/annually as the Grand Jury Coordinator. Further, when we make a new hire for the soon-to-be vacated slot of Victim Advocate, we request from the BOS that they continue to pay that salary as well. Meanwhile, we kindly ask that the Board "hold in reserve" the differential \$3,000 (from salary rate of \$58,000 to \$55,000) in the event we need it in salary negotiations to apply to the current salary of \$45,000/year for the replacement Victim Advocate.

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Thank you very much for your consideration and that of the Board of Supervisors. Should you wish to discuss these matters, feel free to give me a call. Alternatively, should the Board desire to meet with me personally to discuss same, please let me know.

Sincerely,

  
John K. "Bubba" Bramlett, Jr.,  
District Attorney

Enclosure (Madison County Personnel Recommendation)  
c w/Enc: Na'Son White, *Comptroller*  
Loretta Phillips, *Human Resources Director*  
Myrtis Hawkins, *Assistant Comptroller*

**MADISON COUNTY  
PERSONNEL ACTION**

Department DISTRICT ATTORNEY'S OFFICE Employee Name EVANS, Heather  
20TH DISTRICT

Job Title Grand Jury Coordinator Employee SS # xxxx-xx-4601

Effective Date MAY 01, 2021

**HIRE**

Full-time  Part-time  Temporary  Hourly  Salaried

Position: Grand Jury Coordinator new position

Or replacement  If so, whom: Nikki Jones

**RATE OF PAY**

**\$55,000 ANNUALLY**

JOB REFERENCES CHECKED (if applicable)

BACKGROUND CHECKED (if applicable)

DRIVING RECORD CHECKED (if applicable)

**PROMOTION**

From Position: Victim Advocate To Position: Grand Jury Coordinator (renamed and formerly called Paralegal)

Rate of Pay: \$45,000/annually Rate of Pay: \$55,000/annually

**TERMINATION**

DEATH

DISMISSED

RESIGNED

RETIRED

DOCUMENTATION ATTACHED

**APPROVAL OF ELECTED OFFICIAL OR DEPARTMENT HEAD**

JOHN K BRAMLETT, JR.  DATE: 4.22-21  
 (PRINTED NAME) JOHN K. BRAMLETT, JR. (SIGNATURE)

**FORWARD TO ADMINISTRATION FOR PAPERWORK PROCESSING**

ADMINISTRATIVE PAPERWORK		
	initials	date
Copy to Payroll		
Copy to HR		
Copy to Comptroller		
Copy for BOS Agenda		