

**MADISON COUNTY
PERSONNEL ACTION**

Department Engineering Employee Name Brandon Johnson
 Job title Assistant County Engineer Employee SS # _____
 Effective Date 7/6/2021

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom?
 Rate of Pay \$ 33.65/hr

Dan left and Tim moved up to County Engineer

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

Promotion

From Position: _____ To Position: _____
 Rate of Pay \$ _____ Rate of Pay \$ _____

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Tim Bryan Signature Tim Bryan Date 6.22.21
Digitally signed by Tim Bryan
Date: 2021.06.22 15:51:05 -05'00'

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name Jaylen Taylor
Job title Summer Laborer Employee SS # _____
Effective Date July 7, 2021

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____
Rate of Pay \$ 8.00 per hour

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

Promotion

From Position: _____ To Position: _____
Rate of Pay \$ _____ Rate of Pay \$ _____

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Cornelius Bacon Signature  Date 6-24-21

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name Joshua Hardin
Job title Equipment Operator Employee SS # _____
Effective Date July 7, 2021

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____
Rate of Pay \$15.00 per hour

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

Promotion

From Position: _____ To Position: _____
Rate of Pay \$ _____ Rate of Pay \$ _____

Termination

Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head

Printed Name Cornelius Bacon Signature  Date 6-24-21

Forward to Administration for Paperwork Processing

Administrative paperwork

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

P.O. Box 113
Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office

Tax Collector

Employee Name

Erica Blackmon

Job title

Deputy Clerk

Employee SS #

Effective Date

7-1-2021

Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$ _____

Job references checked (if applicable)

Background checked (if applicable)

Driving Record checked (if applicable)

Promotion

From Position:

To Position:

Rate of Pay

\$ 17.46

Rate of Pay

\$ 18.90

Termination

Death

Dismissed

Resigned

Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

6-29-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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

P.O. Box 113
Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office: Tax Collector Employee Name: Lisa K DuVal
Job title: Deputy Collector Employee SS #: _____
Effective Date: 7-1-2021

Hire

Full-time Part-time Temporary Hourly Salaried
replacement new position

Rate of Pay \$ _____

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

Promotion

From Position: _____ To Position: _____
Rate of Pay \$ 23.92 Rate of Pay \$ 24.40

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name: Kay Pace Signature: [Signature] Date: 12-29-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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

P.O. Box 113
Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office

Tax Collector

Employee Name

Lori DuVall

Job title

Deputy Clerk

Employee SS #

Effective Date

7-1-2021

Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$ _____

Job references checked (if applicable)

Background checked (if applicable)

Driving Record checked (if applicable)

Promotion

From Position:

To Position:

Rate of Pay

\$ 17.46

Rate of Pay

\$ 18.42

Termination

Death

Dismissed

Resigned

Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

6-29-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
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Copy to Comptroller	_____	_____
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P.O. Box 113
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Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
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Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office

Tax Collector

Employee Name

Anna Fuars

Job title

Deputy Clerk

Employee SS #

Effective Date

7-1-2021

Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$ _____

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

Promotion

From Position: _____

To Position: _____

Rate of Pay

\$ 16.50

Rate of Pay

\$ 17.94

Termination

Death
Dismissed
Resigned
Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

6-29-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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

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Tax Collector
Madison County

Canton: 601-859-5226
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Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office

Tax Collector

Employee Name

JENNIFER HARRIS

Job title

Deputy Clerk

Employee SS #

Effective Date

7-1-2021

Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$ _____

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

Promotion

From Position: _____

To Position: _____

Rate of Pay

\$ 16.50

Rate of Pay

\$ 17.40

Termination

- Death
- Dismissed
- Resigned
- Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

6-29-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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

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Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
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Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office

Tax Collector

Employee Name

Kathryn Irving

Job title

Deputy Clerk

Employee SS #

Effective Date

7-1-2021

Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$ _____

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

Promotion

From Position:

To Position:

Rate of Pay

\$ 17.44

Rate of Pay

\$ 18.42

Termination

Death
Dismissed
Resigned
Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

6-29-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

Copy to Payroll

Initials

Date

Copy to HR

Copy to Comptroller

Copy for BOS Agenda

P.O. Box 113
Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office: Tax Collector Employee Name: Lillie Jobe
Job title: Deputy Clerk Employee SS #: _____
Effective Date: 7-1-2024

Hire

Full-time Part-time Temporary Hourly Salaried
replacement new position

Rate of Pay \$ _____

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

Promotion

From Position: _____ To Position: _____
Rate of Pay \$ 16.50 Rate of Pay \$ 18.42

Termination

Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head

Printed Name: Kay Pace Signature: [Signature] Date: 6-24-2024

Forward to Administration for Paperwork Processing

Administrative paperwork

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

P.O. Box 113
Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office Tax Collector Employee Name Brenda McKenzie
Job title Deputy Clerk Employee SS # _____
Effective Date 7-1-2021

Hire

Full-time Part-time Temporary Hourly Salaried
replacement new position

Rate of Pay \$ _____

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

Promotion

From Position: _____ To Position: _____
Rate of Pay \$ 17.93 Rate of Pay \$ 18.89

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 6-29-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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

P.O. Box 113
Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
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Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office: Tax Collector Employee Name: Debra Mason
Job title: Deputy Clerk Employee SS #: _____
Effective Date: 7-1-2021 *was Bookkeeper*

Hire

Full-time Part-time Temporary Hourly Salaried
replacement new position

Rate of Pay \$ _____

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

Promotion

From Position: _____ To Position: _____
Rate of Pay \$ 19.16 Rate of Pay \$ 23.05

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name: Kay Pace Signature: [Signature] Date: 6-29-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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

P.O. Box 113
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Kay Pace

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Madison County

Canton: 601-859-5226
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Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office

Tax Collector

Employee Name

Ashleigh Owens

Job title

Deputy Clerk

Employee SS #

Effective Date

7-1-2021

Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$ _____

Job references checked (if applicable)

Background checked (if applicable)

Driving Record checked (if applicable)

Promotion

From Position:

To Position:

Rate of Pay

\$ 16.50

Rate of Pay

\$ 17.94

Termination

Death

Dismissed

Resigned

Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

6-24-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

Copy to Payroll

Initials

Date

Copy to HR

Copy to Comptroller

Copy for BOS Agenda

P.O. Box 113
Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office: Tax Collector
Job title: Deputy Clerk
Effective Date: 7-1-2021

Employee Name: Kelsay Rodriguez
Employee SS #: _____

Hire

Full-time Part-time Temporary Hourly Salaried
replacement new position

Rate of Pay \$ _____

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

Promotion

From Position: _____ To Position: _____
Rate of Pay \$ 16.50 Rate of Pay \$ 17.94

Termination

Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head

Printed Name: Kay Pace Signature: [Signature] Date: 6-29-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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

P.O. Box 113
Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office

Tax Collector

Employee Name

Laura Sullivan

Job title

Deputy Clerk Off. emp

Employee SS #

Effective Date

7-21-2021

Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$ _____

Job references checked (if applicable)

Background checked (if applicable)

Driving Record checked (if applicable)

Promotion

From Position:

To Position:

Bookkeeping

Rate of Pay

\$ 20.71

Rate of Pay

\$ 25.52

Termination

Death

Dismissed

Resigned

Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

6-29-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

Copy to Payroll

Initials

Date

Copy to HR

Copy to Comptroller

Copy for BOS Agenda

P.O. Box 113
Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office: Tax Collector Employee Name: Sherla Woodard
Job title: Deputy Clerk Employee SS #: _____
Effective Date: 7-1-2021

Hire

Full-time Part-time Temporary Hourly Salaried
replacement new position

Rate of Pay \$ _____

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

Promotion

From Position: _____ To Position: _____
Rate of Pay \$ 20.92 Rate of Pay \$ 21.88

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name: Kay Pace Signature: [Signature] Date: 6-24-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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

P.O. Box 113
Canon, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
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Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office

Tax Collector

Employee Name

Myrtice Rayburn

Job title

Chief Deputy Collector

Employee SS #

Effective Date

7-1-2021

Hire

Full-time

Part-time

Temporary

Hourly

Salaried

replacement

new position

Rate of Pay

\$ _____

Job references checked (if applicable)

Background checked (if applicable)

Driving Record checked (if applicable)

Promotion

From Position:

To Position:

Rate of Pay

\$ 26.96

Rate of Pay

\$ 28.88

Termination

Death

Dismissed

Resigned

Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Kay Pace

Signature

[Signature]

Date

6-29-2021

Forward to Administration for Paperwork Processing



Administrative paperwork

Copy to Payroll

Initials

Date

Copy to HR

Copy to Comptroller

Copy for BOS Agenda

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name Jessie Allen
Job title Heavy Eqpt. Operator Employee SS # _____
Effective Date July 7, 2021

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$ 16.00 per hour

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


Promotion

From Position: _____ To Position: _____
Rate of Pay \$ _____ Rate of Pay \$ _____

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Cornelius Bacon Signature  Date 6-30-21

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name Albert Towner
Job title Laborer Employee SS # _____
Effective Date July 7, 2021

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$ 15.00 per hour

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


Promotion

From Position: _____ To Position: _____
Rate of Pay \$ _____ Rate of Pay \$ _____

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Cornelius Bacon Signature  Date 6-30-21

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name KeshunThompson
Job title Summer Laborer Employee SS # _____
Effective Date July 7, 2021

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$8.00 per hour

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

Promotion

From Position: _____ To Position: _____
Rate of Pay \$ _____ Rate of Pay \$ _____

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Cornelius Bacon Signature  Date 6-29-21

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name Za'Nariyan Mayfield
Job title Summer Laborer Employee SS # _____
Effective Date 7/7/2021

Hire

Full-time Part-time Temporary Hourly Salaried

Position: _____ new position
or replacement if so, whom? _____

Requested Rate of Pay \$ 8.00 per hour

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


Promotion

From Position: _____ To Position: _____
Rate of Pay \$ _____ Rate of Pay \$ _____

Termination

- Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head

Printed Name Cornelius Bacon Signature  Date 7-6-21

Forward to Administration for Paperwork Processing

Administrative Paperwork

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