

**MADISON COUNTY
PERSONNEL ACTION**

Department **DISTRICT ATTORNEY'S OFFICE** Employee Name **ANDERSON, Colleen Marie**
20TH DISTRICT

Job Title **VICTIM ADVOCATE** Employee SS # **xxxx-xx-2386**

Effective Date **OCTOBER 11, 2021**

HIRE

Full-time Part-time Temporary Hourly Salaried

Position: **VICTIM ADVOCATE** Replacement
If so, whom: Heather Evans who vacated said position on 04/30/21

RATE OF PAY **\$52,000 ANNUALLY**
 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

JOHN K. Bramlett Jr. DATE: 9-24-21
 (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		



OFFICE OF THE DISTRICT ATTORNEY

JOHN K. BRAMLETT, JR.
DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT
RANKIN, MADISON COUNTIES

September 24, 2021

VIA ELECTRONIC MAIL

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

Re: **New Hire for DISTRICT ATTORNEY'S OFFICE/MADISON COUNTY**
Position: **Victim Advocate**
Name: **COLLEEN MARIE ANDERSON**

Dear Shelton:

With regard to the above-referenced matter, please be advised that we have extended an offer of full-time employment to MS. COLLEEN MARIE ANDERSON, whose effective start date with our office will be **Monday, October 11, 2021**.

Ms. Anderson's job title will be "Madison County Victim Advocate," and we offered her a salary of \$52,000/annually. We respectfully request that the Board pay \$48,000/annually (including all benefits), and our office will *reimburse the County* for the differential of \$4,000/annually.

Currently Ms. Anderson is employed with the Madison County Sheriff's Department, and as such, I assume that her personal and medical leave will transfer and that she shall continue to accumulate same at its current rate? However, if I am mistaken in this belief or if there is additional paperwork that Ms. Anderson should need to complete for the Madison County Human Resources Department, please let my office know as soon as possible.

Thank you very much. And should you have any questions, please give me a call.

Sincerely,



John K. 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 Sheriff's Dept. Employee Name Ricks
Job title deputy sheriff Employee ^{id}# new hire
Effective Date 10-10-2021

Hire

Full-time Part-time Temporary Hourly Salaried
Position: deputy sheriff new position or replacement if so, whom? Anderson
Rate of Pay \$ 21.98 An 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 Jeremy Williams Signature [Signature] Date 9-24-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Sheriff's Dept. Employee Name Jobe
Job title deputy sheriff Employee ^{id} # new hire
Effective Date 10-10-2021

Hire
Full-time Part-time Temporary Hourly Salaried
Position: deputy sheriff new position or replacement if so, whom? Walters
Rate of Pay \$21.98 an 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 Jeremy Williams Signature [Signature] Date 9-23-2021
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 Sheriff's Dept. Employee Name Lang
Job title deputy sheriff Employee # new hire
Effective Date 10-10-2021

Hire

Full-time Part-time Temporary Hourly Salaried
Position: deputy sheriff new position or replacement if so, whom? Singletary
Rate of Pay \$ 21.98 An 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 Jeremy Williams Signature [Signature] Date 9-23-2021

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 Sheriff's Dept. Employee Name Coyle
Job title deputysheriff Employee # new hire
Effective Date 10-10-2021

Hire
Full-time Part-time Temporary Hourly Salaried
Position: deputysheriff new position or replacement If so, whom? Edgar
Rate of Pay \$21.98 an 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 Jeremy Williams Signature [Signature] Date 9-23-2021

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 Sheriff's Dept. Employee Name Smith
Job title deputysheriff Employee ^{id} # New hire
Effective Date 10-10-2021

Hire
Full-time Part-time Temporary Hourly Salaried
Position: deputysheriff new position or replacement If so, whom? Dixon
Rate of Pay \$21.98 an 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

* current county employee,
transfer to dept. 200
sheriff Admin on
effective date *

Approval of Elected Official or Department Head

Printed Name Jeremy Williams Signature [Signature] Date 9-23-2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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