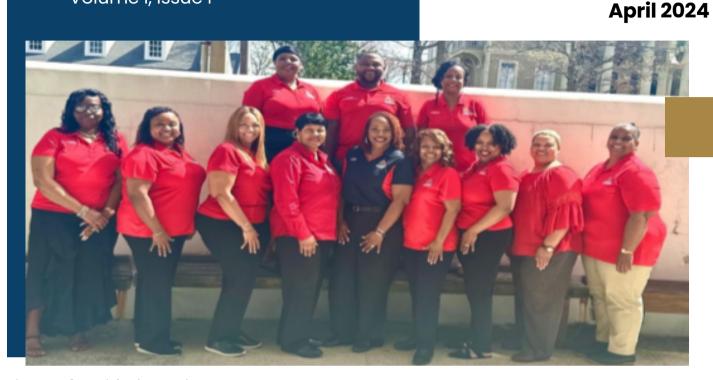
EMPLOYEE NEWSLETTER

JACKSON M I S S I S S I P P I

Volume I, Issue I



Picture Left to Right: (Bottom)

Emma Gaddis- Receptionist, LaTonya Ingram-HRBP, Sharifa Graves-HRBP, **Vickie Perry - Deputy Director, Toya Martin - HR Director,** Rochelle White- HR Clerk, Danelle Thomas-Pittman- HRBP, Sherry Wright- HRBP and Veleanor Ballard- EEO Officer

Picture Left to Right (Top):

Willette Doyle, HR Compensation and Compliance Officer, Rod Oliver - Benefits Administrator, Brenda Stewart - HR Training Manager and Pam Johnson- Benefits Specialist (Not pictured)

Message From The HR Director

Welcome back to the Employee Newsletter which will be distributed on a quarterly basis, to express pertinent information to City of Jackson employees.

HR would like to know and highlight the great work and achievements of our employees. Have you recently received a degree? A professional or educational certification? Been accepted into a leadership or community program? Been elected to a professional board? Are you doing work in your community outside of what you do for the City of Jackson? HR would like to know and share those achievements with other city employees.

Please send email to: tmartin@jacksonms.gov

Top News

Employee Health & Wellness Fair

May 10, 2024 10:00 a.m.-1:00 p.m.

Smith Park-Downtown Jackson 302 E. Amite Street Jackson, MS 39201

Upcoming Events

- Employee Health and Wellness Fair will be held on May 10, 2024
- City of Jackson 2nd Annual Job Fair and Career Expo on June 6, 2024, hosted by the Department of Human Resources
- Employee Engagement Committee
 Meeting
- New HR Facebook Page
- Departmental Strategic Planning Meeting



Welcome onboard, Sherry



Ladies and gentlemen, hold on to your seats because we have a new superstar joining our team! We are ecstatic to introduce Sherry Wright a true professional in Human Resources. Sherry has over 18+ years of Human Resources experience from various industries including the City of Houston. She will handle the following Departments: Administration, JRA and Public Works.

Employee Engagement Committee

The HR Department will be forming a committee that will include representation from each department.

The purpose of the committee is to facilitate networking, exchange ideas and suggest ways to enhance staff satisfaction and work effectiveness.

The committee will advocate for recognition and engagement to create a professional work environment and experience.

WELCOME NEW EMPLOYEES

January 2024

Tommie Brown Samuel B. Brown Keith Brown Jacori Grav Louis Hall Angela Harper John Jones Michael McElrov John Ramsey Gail Marie Reed **Jacob Sterling** Asheli Story Sylvia Terry Lillie White Shirlena Wiggins

Jackson Police Jackson Police Jackson Police Jackson Police Jackson Police Jackson Police

Planning **Planning** Jackson Police

Human and Cultural

Planning Jackson Fire Jackson Police

I.T.

Administration

February 2024

Erica Billue Breasha Brown Willie Butler **Bobbie Davis** William Dickson

George Dve **Anders Ferrington**

Janice Hill

Taylor Houston Annie Johnson Sondra Lee-Bell Joshua Macko

Algene McQuarters Jackson Fire Erik Monroe

Stella Mushi **Jason Nabors**

Kefe Pennymon Jimmy Robinson Donnell Williams

Sherry Wright Sharmica Younger

Deondra Anderson Jackson Police Administration Jackson Police

Human and Cultural Mayors Office/CAO

Jackson Police

Human and Cultural City Attorney Office

Jackson Police

City Attorney Office Human and Cultural

Mayors Office Jackson Police Jackson Police Administration

City Attorney Office

Jackson Police **Public Works Planning**

Human Resources Jackson Police

March 2024

Jennifer Baggett Shemar X. Barnes Renna Battle Jamal M. Bradford Linda Mae Brown Kenneth Cole Jacqueline Dorsey Zakary T. Fox India Nicole Harper Pamela Holmes **Eddie James** Fredrick Wayne Johnson Jackson Police Calena J, Rudd Josetta Weathersford **Robert Williams**

Jermaine Young

City Attorney Office Jackson Police **Human and Cultural Public Works** Human and Cultural Parks and Recreation **Human and Cultural** Jackson Fire Jackson Police **Human and Cultural** Parks and Recreation Jackson Police Parks and Recreation Jackson Police

Public Works



HR BENEFIT NEWS

CITY OF JACKSON EMPLOYEES HEALTH & WELLNESS FAIR



- Free boxes of fruits and vegetables from Foot Print Farms
- · Experts onsite for health screenings and educational sessions
- Door Prizes
- · Businesses from various industries: Health, Fitness, Wellness, Beauty, Education, Banking, Financial Planning, Nutrition
- FREE VENDOR FEE

Smith Park - Downtown Jackson 302 E. Amite St, Jackson MS 39201





FRIDAY, MAY 10, 2024 10:00 AM - 1:00 PM

FREE TO ALL CITY OF JACKSON EMPLOYEES. (Must have work ID)

Contact the City of Jackson's Department of Human Resources at 601-960-1051







EAT WELL.MOVE MORE.LIVE LONGER.

Join us for a day filled with free health services and activities for ALL City of **Jackson Employees. Must show work IDs!**

DEPARTMENT PROFILE



Dr. Abram Muhummad

Dr. Muhummad was promoted to Director of Parks and Recreation in January 2024. He was awarded a doctoral degree in Criminal Justice with a concentration in Homeland Security (DCJ-HS) from Saint Leo University in Tampa, FL. in November of 2023. He has been elected as the 2nd-Vice President for the Mississippi Recreation and Parks Association-District 2. This demonstrates not only his commitment to professional development but also his leadership within the Metro Jackson community.



Attorney Drew Martin

Attorney Drew Martin was promoted as the City Attorney in January 2024. Mr. Martin has served as Legal Counsel and Special Assistant with the City of Jackson since May 2021.

CONGRATULATIONS

HR NEWS

HR Employee Recognition Program

The "I AM COJ" Award is a quarterly employee recognition program that acknowledges the service of City of Jackson Employees on a quarterly basis. This award is extended to employees for their exceptional service in the performance of their job responsibilities, community service, professional achievements and other innovative or extraordinary accomplishments. The nominees are submitted by their Department Directors and must match certain criteria and responsibilities. For more information, please contact Danielle Thomas-Pittman at 601-960-1047.

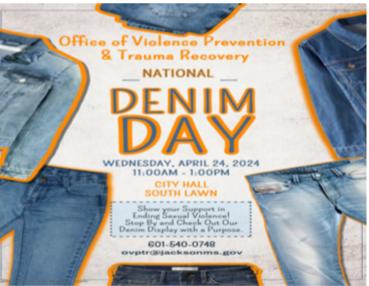
HR Benefits



The Employee Clinic is open and available for City employees, their dependents and spouses (who are on the Health Plan). The clinic is located at 633 N State Street, on the third floor. Please contact Willisha, Clinic Representative @ 601-351-9889 to schedule an appointment.

APRIL IS SEXUAL ASSUALT AWARENESS MONTH





If you have been a victim of sexual violence and need counseling services, please contact Imari McDonald at MEA Cares, at 601-898-7520

WITH DEEPEST SYMPATHY

The Department of Human Resources joins the Fire Department in mourning the untimely loss of Gerald (Buster) Bates. Mr. Bates was a Relief Driver Operator, hired on September 21, 2014. According to Fire Chief Owens, "Mr. Bates was very passionate about his job. You could always find him doing something around the station to keep himself busy. We are really going to miss him."

Our thoughts and prayers are with Mr. Bates family, colleagues, and friends during this difficult time. MEA Cares representatives are available for Grief Counseling sessions anytime. You may contact Human Resources for more Employee Assistance Program information.



EMPLOYEE WORK ANNIVERSARIES

• 1Year

DANIFILE ALEXANDER CHASSITTY ALLEN TIMOTHY ALLEN **ERICA BALL** AFRIONAH BROWN ROSHONDA BROWN GEORGE CARMICHAEL JAMES CHATMON **JAYLON COLEMAN OTIS DAVIS** JAMICHAEL DICKERSON SHANTORIA DOTSON **VIRGINIA EVANS AYANNA FLEMING CARL FUNCHES** CHRISTOPHER GRAY SR. **ALEXIS GREENWOOD** MARIE KING TIMOTHY LEWIS RACHEL MCCARTY **ALYAH MORRIS CLEOPATRA NORRIS ALICIA PORTER** JUSTIN POWELL LAKAYLAR OUINN VERNA RICHARD **NEUGOLCA ROSARIO DAMON SANDERS** JULIAN SMITH JAMARCUS SOUTHERN **OUADARIUS TARRIO** FREDERICK THOMAS DEMOND TRIPP KAI-CHUNG TSAO WILLIAM WASHINGTON **VICTOR WILLIAMS BRALECIA WILLIAMS** SHAKKA WOODWARD

JAY WOOTEN

• 5 Years

JAMES BRANCH SAMUEL BROWN **JAVIER EVANS** MICHAEL FORBES TERRANCE FORTENBERRY **PURVIS GOODWIN AURTHER GRAY** KIM HAYES LADREIUS HENDERSON **RONDALE HUGHES** LEO JONES JR. REGGI MCCLURE DAMON MOORE MARCUS NORWOOD ITOHAN OMOROGBE-OSAGIE CHARLES PALMER JR. FEDERRICK REED JON ROBERSON LAKESHA WEATHERS **JUSTIN WEATHERS ROLAND WELCH RODERICK WILSON**

• 10 Years

ERIC BOWDEN DENISE DRAKE JO JOHNSON **DERICA KNOX** SANTERRIA THOMPSON

Thank you 5 so march

• 15 Years

WILLIS BAILEY JASON BELL LINDA BOYKINS DAVID FRIDAY **ABE GINES ABDULAZEEZ HASSAN ANTONIO HENSON REGINALD HUGHES** CALVIN IRVING JR. **EDDIE LAURY BRAGGIO MCINNIS JASON MCWILLIE** MASON PENNAMAN **CHARLES ROCHELLE ANTHONY SANDERS REGINALD SCOTT** LARRY THOMAS JESSICA WASHINGTON **ROBERT WELLS** D'VINSKI WILLIAMS STEVEN WOOD

• 20 Years

NATHAN JAMES HARRISON MATORY STEPHANA WILLIAMS

• 25 Years

SANDRA HODGE **RHONDA HUDDLESTON** SHIKIRA THOMAS

• 30 Years

VINCENT GRIZZELL **WAYNE HOLMES CLEVEN JEFFERSON**

• 35 Years

SAMUEL ASHMORE SHEILA WILLIAMS-SHERIFF

TRAINING AND DEVELOPMENT CALENDAR

The Department of Human Resources Training
Division will be conducting several Leadership
Development trainings for supervisors and managers
this quarter.

The following training modules are available in Human Resources:

- EEO Sexual Harassment Workshop (Held every 3rd week on Tuesday)
- EEO Leadership Workshop for City Managers (Annually)
- Performance Appraisals for Managers and Supervisors (Annually)
- Professionalism/CSR in the Workplace
- Business Ethics in the Workplace
- Leadership vs. Management
- Conflict Resolution Management
- Teambuilding in the Workplace for Employees
- Teambuilding for Management
- Diversity Awareness
- Effective Communication Skills
- Time Management
- HR Policies and Procedures for Managers (Upon Request by Depts.)

For more information, please contact
Brenda Stewart: HR Training Manager
Office: 601-960-2315 or email:
bstewart@jacksonms.gov

April 2024									
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7	8	9	10	11	12	13			
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28	29	30							

May 2024									
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26	27	28	29	30	31				

TRAINING AND DEVELOPMENT CALENDAR

Register April 2024 Training Classes:

Date: Tuesday, April 22nd @ 2:00 pm

Professionalism/CSR in the Workplace

Date: Wednesday, April 23rd @ 2:00 pm

Leadership vs. Management

Date: Tuesday, April 31th @ 10:00 am

EEOC Management Training

For more information, please contact:

Brenda StewartHR Training Manager

Office: 601-960-2315

or email:

bstewart@jacksonms.gov

Register May 2024 Training Classes:

Date: Wednesday, May 2nd @ 10:00 am

Business Ethics in the Workplace

Date: Tuesday, May 15th @ 9am & 11am

EEO Sexual Harassment Workshop

Date: Thursday, May 30th @ 2:00 pm

Leadership vs. Management

PERS Employee/Employer Training:
Guest Speaker: Centron Lenoir,
PERS Director of Benefits
Date: TBD



HR STAFF DIRECTORY

<u>Name</u>	Phone Number
Toya Martin Director	601-960-1327
Vickie Perry Deputy Director	601-960-1630
Ms. Emma Gaddis Administrative Clerk	601-960-1053
Nikki Thompson Executive Office Coordinator	601-960-1746
Rochelle White HR Clerk	601-960-1042
Willette Doyle HR Comp & Compliance Officer	601-960-1699
Brenda Stewart Training Manager	601-960-2315
Veleanor Ballard Equal Employment Officer	601-960-1050
Danielle Thomas-Pittman HR Business Partner	601-960-1047
LaTonya Ingram HR Business Partner	601-960-1151

HR STAFF DIRECTORY

Name Phone Number

Sharifa Graves

HR Business Partner 601-960-1052

Sherry Wright

HR Business Partner 601-960-1710

Rod Oliver

Benefits Administrator 601–960–1051

Pam Johnson

Benefits Specialist 601-960-2288

Mrs. Noel Bogan Ms. Lucille Robinson

HR Senior Aides



Department of Human Resources 633 N. State Street, Third Floor Jackson, MS 39202

MISSION

The City of Jackson's Department of Human Resources provides a comprehensive program of principal support for city departments, employees, and the public in planning, coordinating, and implementing human resources policies and practices, based on fairness and equality. This leads to a value-added department that partners with all City departments to provide strategic human resource support and guidance to ensure organizational goals and missions are achieved.

