



EMPLOYEE NEWSLETTER

July 2020

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Updates on COVID-19 Response **FACIAL COVERING MANDATE**

Effective June 30, 2020: Per the [Second Amended Stay Safe Jackson Executive Order](#), individuals in the City of Jackson are required to wear a face covering in public. Business owners must require all parties (employee, patrons, etc.) to wear face coverings. [Click here](#) to read the full article!

Therefore, employees must wear face coverings at all times. Employees must maintain social distancing of at least 6ft and not congregate especially in small areas. So employees break rooms are closed until further notice in the workplace.



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HR DIRECTOR

Greetings: The City of Jackson employees PLEASE adhere to the "Return to Work Guidelines" from the Mayor's Office. Mayor Lumumba new facial covering mandate applies to all City of Jackson employees while in the workplace.

Please Note: If an employee tests positive for Corona Virus (Covid 19), you must be quarantined for fourteen (14) days and retested again before returning back to work. If any questions, please contact HR immediately

Believe in the Possibilities!!!

- Wilma J. Scott

NEWS FROM HUMAN RESOURCES

2020 PROMOTIONS

Administration

Kesia Readus - Sr. Deputy Court Clerk
Senia Calhoun - Dr. Deputy Court Clerk
Erica Johnson - Sr. Deputy Court Clerk
Christian Williams - Buyer

Human and Cultural Services

Alex McGrigg - Arts Center Manager
Kuwasi Omari - Youth Employment Coordinator

Human Resources

Danielle Thomas - Human Resources Officer II

Office of Clerk of Council

Shanekia Mosley - Clerk of Council

Jackson Police Dept.

Joseph Wade - Deputy Chief
Stephen Wells - Commander
Malcolm Macon - Commander
Lee Robinson - Commander

Jackson Fire Dept.

Eric Felton - Fire Fighter II
Bobby Kelley - Lieutenant Driver Operator
Charles McCoy II - Captain
Chauncey Townsend - Relief Driver Operator
Joshua Milsap - Relief Driver Operator
Kennard Rosell - Relief Driver Operator
D'Vinski Williams - Lieutenant Driver Operator
Terrance Jackson Jr. - Lieutenant Driver Operator

Parks and Recreation

Kenneth Almons - Equipment Operator I

Public Works

Angel Ray - Training Coordinator

Department Profile Spotlight of the Month

SUMMER YOUTH WORKERS

The City of Jackson Mayor's Summer Youth Program 2020 has employed over 110 summer youth (ages 16-24) to work in various offices throughout the City. Please welcome them with warm smiles and treat them nice and friendly in the workplace. **Congrats to all the Summer Youth Employees.**

WELCOME JUNE NEW EMPLOYEES!

Calvin Stancil

Administration /PC Technician II

Jyasmin King

Public Works/Maintenance Worker I

Jeffery Gray Jr.

Public Works/Care Maintenance Electrician

Evin Bridget

Public Works/Water Plant Operator I

Dustin Strange

Parks & Recreation/Maintenance Worker I

Artez Smith

Clerk of Council/Deputy City Clerk Intern

Charlie Kelly Jr.

Parks & Recreation/Maintenance Worker II

Anthony Bryant Jr.

Public Works /Maintenance Worker II

EMPLOYEE PROMOTIONS JUNE 2020

Administration

Mishi Jones - Database Manager
Robert Sosnoskie - Business Systems Analyst II

Fire Department

John Newman - Relief Driver Operator

Office of Municipal Clerk

Angela Harris - Municipal Clerk

Police Department

GiGi Gates - Police Records Technician
Roderick Briggs - Senior Detention Officer

Public Works Department

Brittany Marshall - Office Coordinator
Christopher Todd Baxter - Office Coordinator
Holsey Nelson - Water Plant Operator II
Robert Wilson - Sr. HVAC Technician
Richard Harper - Water Plant Maintenance Supervisor
Waylon Jones - Sr. Building Maintenance Worker



The Benefits Administration coordinated the Covid 19 Testing with Hinds Comprehensive Health Center Mobile Unit for the City of Jackson Employees at the Metro Center this month.

Safety Spotlight

Distracted Driving

Thousands of people die each year in distracted driving-related vehicle accidents. While there are many distractions that exist while driving, cell phones have become a top distraction because so many drivers use them for long periods of time each day. Drivers talking or texting can miss seeing up to 50% of their driving environment, a phenomenon known as “inattention blindness.”

Almost everyone has seen a driver distracted by a cell phone, but when you are the one distracted, you often don't realize that driver is you. We tend to believe that we are good at multitasking (the ability to deal with more than one task at a time). However, contrary to popular belief, the human brain cannot multitask. Instead of processing both cognitive tasks at once, the brain rapidly switches between the two activities. Thus, neither of the tasks is getting your full attention. Multitasking while driving can be fatal.

Would you want a surgeon multitasking while operating on you or your loved one? If your answer is no, then remember this the next time you are behind the wheel..... **JUST DRIVE!**

Joyce Davis - Scott

Safety Coordinator of Risk Management

DEPUTY DIRECTOR CORNER

HR TIPS FOR EMPLOYEES

You and your manager should continuously look for ways to help you perform to the best of your abilities, to strive for improvement, to develop your skills, and to collaborate well with your team members.

Consider the following steps to best manage your performance as an employee:

- Periodically review the expectations of your position. Work with your manager to clarify short-term and long-term objectives, and formulate strategies and plans to achieve those objectives. Make sure you understand priorities and time frames for the implementation of objectives.
- Listen to feedback and receive coaching with an open mind
- Take part in training and development activities for your individual growth and improved departmental performance.
- Be the best employee you can be by striving for quality of service, fostering a commitment for achieving goals, and setting an example for others to follow.



You may also contact Brenda Stewart, HR Training Manager, to request services to help you improve your effectiveness in the workplace.

DPM TRAINING AND DEVELOPMENT CALENDAR

New Employee Orientation Pick-Up Packet Dates:

- Monday, July 20th
- Monday, Aug 3rd
- Monday, Aug 17th
- Monday, Aug 31st

Please Note: Orientation Dates for **New** Employees to Pick-up packets held in the Large Metro Center Training Room. All employees must wear a **MASK** before entering the building and will be temperature checked by HR.

RETIREMENT

RETIREES FOR JUNE 2020

ADMINISTRATION

Rick Blakeney
Doris White
Syd Holston
Evelyn Hicks

POLICE DEPT.

Oscar Day
OJ Paige
Reginald Carr
Annie Atkinson

FIRE DEPT.

James Bradford
Broderick Fulton
Horace Henderson
Nathaniel Landfair
Darel Magee
LC Spann

PUBLIC WORKS DEPT.

Willie Tremble
Carl Hampton
Lee Hutton

FAREWELL!!

Mr. Willie Tremble, Engineering Inspector retired **June 6, 2020** and his retirement party was held on Friday, June 26th by coworkers in the Public Works Department. Enjoy your new life!



Photo Submitted: Mary Carter, Deputy Director of Public Works

WORK ANNIVERSARIES

JUNE 2020

1 YEAR

GARDNER, AMIER
JONES, KIM
KNOX, LORENZO J
MOATON, BARBARA
BOLDEN, KENNETH
COLE, EDDERON L
HOUSTON, SABRINA
KNIGHT, JOHN
TADLOCK, BENJAMIN TYLER
ANDERSON, FERN W
BROWN, SADIE
KINSEY, DAVID
POWE, EMERR D
ROBINSON, LUCILLE
BERRY, MARTINEZ
BROOKINS, EDDIE
BUCIO-REYNOSA, DENISSE
CLAYBORN, TIMOTHY
DENSON, EARL
SMITH II, GLENN
SMITH, JENNIFER
TOBIAS, RODNEY
WEEKLY, JOSHAWA

5 YEAR

CONERLY, MARCUS
MARSHALL, SHIRLEY
MAXIE, SCHERADDA
WHITNEY, KEVIN
EPPS, MACARTHUR

10 YEAR

FOX, KENEATHA
MITCHELL, BRYANT
MITCHELL, BRYANT
WINDHAM, RALF
BROWN-PITTMAN, TERESA
JIMERSON, GEORGE
LEE, JOE
OWENS, DARYL
WILLIAMS, LORENZO
WILLIAMSON, TERRELL

15 YEAR

ANDERSON, JILLIAN

20 YEAR

MATORY, MAURICE
PAIGE, MARILYNN
JACKSON, GREGORY

25 YEAR

ANDERSON, SAMUEL
COOPER, ALFRED
GIBSON, CLARENCE
JOHNSON, DEXTER

HUMAN RESOURCES STAFF

Contact Information:

Wilma Scott: 601-960-1630

Director

Email: wjscott@jacksonms.gov

Toya Martin: 601-960-1327

Deputy Director

Email: tmartin@jacksonms.gov

Bridgette Stubbs: 601-960-1746

Executive Office Coordinator

Email: bstubbs@jacksonms.gov

HR Officers:

Eartha Waller: 601-960-1151

Internal Audit, JRA, Personnel and
Public Works Department

Email: ewaller@jacksonms.gov

Rochelle White: 601-960-1042

Clerk of Council, Municipal Clerk,
Police Department and Civil Service Hearings

Email: mwhite@jacksonms.gov

Ora Stokes: 601-960-1710

City Attorney/Legal,

Human & Cultural Services and Planning

Email: ostokes@jacksonms.gov

Danielle Thomas: 601-960-1047

Administration, General Govt,
Parks and Recreation and Fire

Email: drthomas@jacksonms.gov

Insurance Benefits Office:

Rod Oliver: 601-960-1051

Benefits Administrator

Email: roliver@jacksonms.gov

Pam Johnson: 601-960-2288

Benefits Technician

Email: pamwjohanson@jacksonms.gov

EEO Office:

Tamarra Bowie: 601-960-1050

Equal Employment Officer

Email: tbowie@jacksonms.gov

Training and Development:

Brenda Stewart: 601-960-2315

Training Manager

Email: bstewart@jacksonms.gov

Upcoming Quarterly EVENTS



Covid 19 Testing offered by the Jackson Hinds
Comprehensive Health Center Mobile Unit monthly.

If employees want to submit an article/picture in the HR Employee
Newsletter please contact Brenda Stewart via
Email: bstewart@jacksonms.gov