



**CITY OF BYRAM
AGENDA FOR THE SPECIAL CALLED MEETING OF THE
MAYOR AND BOARD OF ALDERMEN
THURSDAY, MAY 29, 2025, 7:30 PM
City Hall: 5901 Terry Road, Byram, MS**

- 1. Welcome and Call to Order**
- 2. Roll Call**
- 3. Presented Items**
 - (a) Approval to hire a Human Resource Officer at \$48,000.00 annually with full benefits, contingent upon successful completion of the hiring process - City Clerk Angela Richburg**
- 4. Adjourn**

CITY OF BYRAM AGENDA ITEM FACT SHEET

BOARD MEETING DATE: May 29, 2025 AGENDA ITEM NO: 3.a

FOR: Approval to hire a Human Resource Officer at \$48,000.00 annually with full benefits, contingent upon successful completion of the hiring process - City Clerk Angela Richburg

INTRODUCED BY: City Clerk Angela Richburg

ATTACHMENTS:

File Name

[Notice of Special Called Meeting](#)

[b short application hr officer 05.29.25_Redacted.pdf](#)

NOTICE OF SPECIAL MEETING OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF BYRAM, MISSISSIPPI

Notice of a special meeting of the Mayor and Board of Aldermen is hereby given by the undersigned. Said meeting shall be held on Thursday, May 29th at 7:30 P.M. at 5901 Terry Road, Byram, Mississippi. The business to be brought before the meeting shall be limited to the following:

- Hiring of a Human Resource Officer at \$23.08 per hour with full benefits, contingent upon successful completion of the hiring process

Mayor Richard White



Pursuant to the provisions of Section 21-3-21 and 25-41-13(a) of the Mississippi Code of 1972, a copy of this notice shall be given to the Mayor and all other members of the Board of Aldermen via electronic mail or personal hand-delivery three (3) hours before the special meeting and a copy hereof entered into the minutes of same meeting. Additionally, this Notice shall be posted within one (1) hour after such meeting is called in a prominent place available to examination and inspection by the general public.

Angela Richburg, City Clerk



Brianna R. Short

603 Ridge Park Lane, Raymond, MS 39154
C: 601-967-6371 | E: shortbrianna85@gmail.com

EDUCATION & CERTIFICATIONS

Mississippi College

Master of Business Administration

GPA: 3.50/4.00

Bachelor of Science in Business Administration

GPA: 3.08/4.00

Society of Human Resource Management Certified Professional (SHRM - CP)

Clinton, Mississippi

May 2023

May 2018

July 2025 (Expected)

EXPERIENCE

Hinds Community College-Department of Human Resources

Human Resource Specialist

Raymond, Mississippi

March 2023-Present

- Respond to employee inquiries and concerns via in-person, phone, fax, or email
- Assist with onboarding with new employees and open enrollment in regards to explaining and signing up for benefits
- Process garnishments, child support, employee verifications, I-9's and other HR related documents
- Assist with the coordination of company benefits (including benefit reconciliation), payroll, and timekeeping
- Serve as panel member for interviews
- Maintain employee records and databases, and analyze demographic data
- Ensure compliance with labor laws and regulations, while staying up-to-date on HR laws and regulations
- Assist in organizational goal setting and strategic planning and HR-related projects and initiatives
- Review, verify, and collect data on timesheets submitted by employees

Mississippi College- Teacher Education and Leadership Department

Administrative Secretary

Clinton, Mississippi

June 2019- March 2023

- Carried out administrative duties such as transcribing minutes, filing, typing, copying, mailing, scanning, etc.
- Managed office, order supplies, maintained office and classroom equipment, supervised workers, created and processed invoices and requisitions
- Provided courteous and quality customer service to faculty, staff, administration, students, and visitors
- Assisted with budget, reconciled VISA statement for purchases and expenses, etc.
- Created quality communications such as memos and emails
- Created reports, presentations, and created other correspondence
- Assisted in processing student paperwork for faculty and processed biweekly timesheets
- Assisted administration, faculty, and students with general issues within the department, including technology troubleshooting
- Assisted visitors with general questions and issues
- Composed and maintain filing systems, data systems/data entry
- Arranged and scheduled appointments, meetings, and events

MSDH- Division of Radiological Health

Temporary, Administrative Assistant

Jackson, Mississippi

August 2018 – March 2019

- Answered and directed phone calls
- Developed and maintained a filing system
- Carried out administrative duties such as filing, typing, copying, mailing, scanning etc.
- Composed, prepared, edited, and distributed correspondence and other department documents
- Assisted with purchase orders and invoices

Mississippi College's Leland Speed Library

Student Worker

Clinton, Mississippi

August 2014 – May 2018

- Assisted the supervisor with administrative duties of the Library
- Assisted and communicated with students, parents, staff, faculty, and visitors
- Checked in, checked out and renewed library materials using Sierra
- Located requested books on the shelves and in the library database using online catalogue
- Resolved patrons' complaints tactfully and professionally

**References available upon request*

EMPLOYMENT APPLICATION

All Applications will remain in effect for 90 days from the date the application is signed

Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.



CITY OF BYRAM
P O BOX 720222
BYRAM, MS 39272

Position: Human Resource Officer

Date: May 27, 2025

Full Name Brianna Short

Date Available for start: June 16, 2025

Address: 603 Ridge Park Lane City: Raymond State: MS Zip Code: 39154

Phone: [REDACTED] Cell: 1 E-Mail: [REDACTED]

Social Security Number: [REDACTED] Driver's License Number: 6579 State: MS

Employment Desired: ☒ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal Salary Desired: \$49,000

If under 18, please list age _____ Are you legally allowed to work in the United States? ☒ Yes ☐ No _____

Have you worked for the City of Byram? ☐ Yes ☒ No If yes, when?

Do you have any relatives presently employed by the City of Byram? ☐ Yes ☒ No

If yes, please explain: _____

Have you ever pleaded guilty, no contest or been convicted of a crime? ☐ Yes ☒ No

if yes, date and details: _____

Explain number of conviction(s), nature of offense(s) leading to convictions(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type of rehabilitation _____

Education History					
NAME OF SCHOOL	LOCATION (Complete mailing address)	NO OF YEARS COMPLETED	MAJOR & DEGREE	DID YOU GRADUATE?	YEAR GRADUATED
High School Raymond High School	Raymond, MS 39154	4	Diploma	Yes	2014
College Mississippi College	2005 Capital St. Clinton, MS 39056	3.5	Master's MS Business Administration	Yes	2023
College or Trade MC	W C	4	Business Admin Bachelors	Yes	2018

Summarize your Special Skills and Qualification

Administrative skills; Advanced in Microsoft office; adaptable (team work/ independent work); Human Resource experience; SHRM member; dependable; technologically ~~very~~ advanced; personable; Organized/detailed ... etc.

Work Experience

Please list your work experience from the **past 10 years** beginning with your most recent job held. **Attach addition sheets if necessary.**

Name of Employer: Hinds Community College	Employment Dates: From: March 2023 To:	Salary: Start: 30,000 Final: 41,855
Name of Supervisor: Ashley Byrd		
Complete Address:	Phone Number:	Your Last Job Title:
501 E Main St. Raymond, MS 39154	601-857-3396	HR Specialist
Reason for Leaving:	May we contact this employer for a reference? ☒ Yes ☐ No	
currently employed		

Responsibilities: Respond to employee inquiries + concerns via in-person, phone, fax, or email
Assist w/ onboarding w/ new employees & open enrollment
Process garnishments, child support, employee verifications, ...

Name of Employer:	Employment Dates: From: June 2019 To: March 2023	Salary: Start: Final: \$33,000
Name of Supervisor: Martina D'Amico	Phone Number:	Your Last Job Title:
Complete Address: 2005 Capital Street Clinton, MS 39056	601-925-3225	Admin Secretary
Reason for Leaving: find job related to HR	May we contact this employer for a reference? ☒ Yes ☐ No	

Responsibilities:

Managed office, ordered supplies, maintained office & classroom equipment
supervised workers, created & processed invoices & requisitions

Name of Employer:	Employment Dates: From: To:	Salary: Start: Final:
Name of Supervisor:	Phone Number:	Your Last Job Title:
Complete Address:		
Reason for Leaving:	May we contact this employer for a reference? ☐ Yes ☐ No	

Responsibilities:

Name of Employer:	Employment Dates: From: To:	Salary: Start: Final:
Name of Supervisor:	Phone Number:	Your Last Job Title:
Complete Address:		
Reason for Leaving:	May we contact this employer for a reference? ☐ Yes ☐ No	

Responsibilities:

References

Complete Name	Relationship	Occupation	Telephone
Dr. Martha D'Amico	former supervisor	Chair, Department	601-259-4447
Dr. Kristina Grayson	Advisor/Instructor	Professor, Human Learning	601-985-3415
Cassandrea Sepperson	Mentor	Research Specialist	601-451-1566

Military

Have you ever been or are you currently in the Military?

☐ Yes

☒ No

If yes, what Branch?

Specialty

Date Entered

Discharge Date

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified uncompleted statements on this application shall be grounds for dismissal. I authorize an investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my denial of employment or previous employment and any pertinent information they may have, personal or otherwise, and release the city from all liability for any damage that may result from utilization of such information. I also understand and agree that no city representative has any authority to enter into any agreement for any specified period of time, or to make any agreement contrary to the foregoing unless it is in writing and signed by an authorized city representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws. I further understand that nothing in this application is meant to be a guarantee of employment or continued employment and that, if employed; I will be an at-will employee.

Signature of Applicant:

Brian

Date:

5/26/2025