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HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

*** PERSONNEL ACTION CODE:**

- A- Appointment
- T - Transfer
- P - Promotion
- D - Demotion
- R-Reclassification
- E- End of Probation
- S - Separation
- O - Other

DATE: June 11th, 2024

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Almendarez, David	Sheriff's Office	6-5-2024	Civilian Jailer			S	Resignation
Erdmann, Jake	Sheriff's Office	6-17-2024	Civilian Jailer	\$23.97/hour		A	Job Vacancy Posted on 4/24/2024. Entry Level Salary: \$23.97/hour
Tadlock, Jacey	Sheriff's Office	6-17-2024	Civilian Jailer	\$23.97/hour		A	Job Vacancy Posted on 4/15/2024. Entry Level Salary: \$23.97/hour.
Trobaugh, Logan	Sheriff's Office	6-17-2024	Civilian Jailer	\$23.97/hour		A	Job Vacancy Posted on 4/18/2024. Entry Level Salary: \$23.97/hour
Satterwhite-Van Sickle, Heather	BOS	7-1-2024	Executive Secretary/Public Bidder	\$30.72/hour	10%=\$2.84/hr	O	Effective 7-1-2024: Moving to Grade 6/Step 5 AFSCME Pay Scale.
Brice, Letitia	Secondary Roads	7-1-2024	Secretary III	\$30.72/hour	10%=\$2.84/hr	O	Effective 7-1-2024: Moving to Grade 6/Step 5 AFSCME Pay Scale.
Parker, Katie	Human Resources	7-1-2024	Secretary III	\$30.72/hour	10%=\$2.84/hr	O	Effective 7-1-2024: Moving to Grade 6/Step 5 AFSCME Pay Scale.

The above and foregoing having been submitted is disposed of as follows:

VOTE

JUN 11 2024

APPROVED BY BOARD DATE:

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas OK _____ NO _____

Debra A. Bergert OK _____ NO _____

[Signature] OK _____ NO _____

[Signature] OK _____ NO _____

[Signature] OK _____ NO _____