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3/25/25

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: March 25<sup>th</sup>, 2025

**\* PERSONNEL ACTION CODE:**

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

**TO: WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Stewart, Lisa	Auditor	04-07-2025	Finance Clerk III	\$26.34/hour	7%=\$1.67/hr	T	Transfer from Treasurer Clerk II to Auditor Clerk III
Thomas, Cole	Secondary Roads	05-05-2025	Summer Laborer - Temp	\$19.00/hour		A	Job Vacancy Posted on 2/12/2025. Entry Level Salary: \$19.00/hour

APPROVED BY BOARD DATE: \_\_\_\_\_

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas, HR Director

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

**VOTE**

MAR 25 2025

OK [Signature] \_\_\_\_\_ NO \_\_\_\_\_

OK [Signature] \_\_\_\_\_ NO \_\_\_\_\_

OK [Signature] \_\_\_\_\_ NO \_\_\_\_\_

OK [Signature] \_\_\_\_\_ NO \_\_\_\_\_

OK [Signature] \_\_\_\_\_ NO \_\_\_\_\_