

# 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: April 1<sup>st</sup>, 2025

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Metzgar, Matthew	Attorney's Office	04-14-2025	Assistant County Attorney	\$116,303.00/year	4%=\$4,053.00/year	R	Per AFSCME Attorney: Move from Step 7 to Step 8. Anniversary Date: 4/18/25.
Ress, Melody	Sheriff's Office	04-24-2025	Civilian Jailer			S	Resignation

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

APR 01 2025

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