

From: [Daniel Priestley](#)
To: [Michelle Skaff](#); [Shona Campbell](#)
Cc: [Melissa Thomas](#)
Subject: Improvement Request for Senior Clerk Position - Dawn Norton
Date: Monday, January 6, 2025 3:20:51 PM

Good afternoon Michelle and Shona,

Please accept this budget “improvement request” for a change in grade for the Community and Economic Development Senior Clerk Position (Dawn Norton) from a Pay Grade 4, Step 5 to the **Pay Grade 5, Step 5**.

Based on our conversation, it is my understanding that this request will go to the Board of Supervisors during the department budget hearing for their consideration. It is also my understanding that Human Resources will correspond with the union on this matter.

In the meantime, please let me know if there is any additional information that will be needed from me. Thank you for your help with this process as it is definitely a new experience for me.

Respectfully and sincerely,
Dan Priestley

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