WOODBURY COUNTY
AGENDA ITEM(S) REQUEST FORM

Date: 10/20/2026 **Weekly Agenda Date:** 10/27/2026

Elected Official / Department Head / Citizen: Auditor Recorder Michelle Skaff

Wording for Agenda Item:

Approve position classifications of Precinct Elections Official (PEO) and PEO Chair for County temp elections employees

Action Required:

Approve Ordinance ☐ Approve Resolution ☐ Approve Motion ☒

Hold Public Hearing ☐ Informational ☐ Attachments ☐

Set Time:

Reviewed by County Attorney's Office: ☐

Background & Financial Impact:

Background: On July 26, 2022, pay rates for election day workers were established at $15.00 per hour for Precinct Election Officials (PEOs) and $17.00 per hour for Precinct Chairs. Subsequently, on March 31, 2026, temporary clerical staff pay was aligned with Grade 3, Step 1 of the Courthouse pay scale. Because some temporary clerks also serve as PEOs on election days and are processed through standard payroll, administrative action is required to establish the appropriate position classifications and paperwork. This ensures that temporary clerks working as PEOs or Chairs on election day are paid at the standard $15.00/hour or $17.00/hour rates, maintaining consistency across all election workers. Funding will continue to be allocated and presented to the Board at budget hearings by the Auditor based on election-specific staffing needs, consistent with past practice.

Recommendation:

Motion by second by to approve to create the position classifications of PEO and PEO Chair to be

used by temporary clerks who work as PEOs or Chairs on election day.

Approved by Board of Supervisors on March 17, 2026