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**HUMAN RESOURCES DEPARTMENT**  
**WOODBURY COUNTY, IOWA**

**DATE: January 23, 2024**

**AUTHORIZATION TO INITIATE HIRING PROCESS**

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Attorney	Assistant County Attorney	AFSCME: \$75,270- \$126,597/year	✓	
County Sheriff	Civilian Jailer	CWA: \$23.97/hour	✓	
Secondary Roads	Motor Grader Operator	CWA: \$26.93/hour	✓	

  
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 Chairman, Board of Supervisors



# Woodbury County Sheriff's Office

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LAW ENFORCEMENT CENTER  
P. O. BOX 3715 SIOUX CITY, IOWA 51102

Chad Sheehan, SHERIFF

PHONE: 712.279.6010  
E-MAIL: csheehan@woodburycountyiowa.gov  
FAX: 712.279.6522

January 16, 2024

To the Woodbury County Board of Supervisors & Human Resources Department,

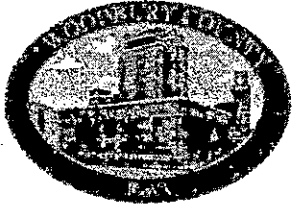
The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to begin the hiring process for one (1) Correctional Officer positions, effective January 24<sup>th</sup>, 2024. We request this be placed on the agenda for Tuesday January 23<sup>rd</sup>, 2024, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Sheehan".

Chad Sheehan, Sheriff

cc: file



# Woodbury County Secondary Roads Department

759 E. Frontage Road • Merville, Iowa 51039  
Telephone (712) 279-6484 • (712) 873-3215 • Fax (712) 873-3235

COUNTY ENGINEER  
Mark J. Nahra, P.E.  
mnhara@sioux-city.org

ASSISTANT TO THE COUNTY ENGINEER  
Benjamin T. Kusler, E.I.T.  
bkusler@sioux-city.org

SECRETARY  
Tish Brice  
tbrice@sioux-city.org

To: Board of Supervisors  
Human Resources Department

From: Mark Nahra, Woodbury County Engineer

Date: January 16, 2024

Subject: Oto District Staff Level – Robert Clausen retirement

With the retirement of Robert Clausen, a motor grader operator position is vacant in our District 4 unit at Oto. This will leave the district shorthanded if the vacancy is not filled. I would like to start the hiring process immediately to minimize the time we will be shorthanded in this district.

**RECOMMENDATION:** It is my recommendation that we fill the vacant motor grader operator position created by the retirement of Robert Clausen immediately. Thank you for your attention.