

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: November 22, 2022 Weekly Agenda Date: November 29, 2022

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Sheriff Chad Sheehan

**WORDING FOR AGENDA ITEM:**

Personnel change effective December 12, 2022

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Change the job and pay of two warrant clerks to two correctional officers effective December 12, 2022.

**BACKGROUND:**

A recent audit by DPS indicated there were still some warrant issues that needed fixed. Working with DPS and current Sheriff's Office staff and administration I am requesting the two warrant clerk positions be changed to two Correctional Officer positions. This will allow warrant C.O.'s to serve more than one role in emergency situations and back fill when short in jail and save O.T. costs.

**FINANCIAL IMPACT:**

The difference between annual wage & benefit for Warrant Clerk(\$66,284.92) and Correctional Officer(\$75,105.66) is \$8,820.74. Due to adjusting the hiring of C.O.'s for new jail, there will be no impact on current budget.  
Total increase for FY24 = \$17,641.48

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

Board approve changing the job title and pay of two Warrant Clerks to two Correctional Officers effective December 12, 2022.

**ACTION REQUIRED / PROPOSED MOTION:**