

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** July 5, 2022

**\* PERSONNEL ACTION CODE:**

- |                 |                      |
|-----------------|----------------------|
| A - Appointment | R - Reclassification |
| T - Transfer    | E - End of Probation |
| P - Promotion   | S - Separation       |
| D - Demotion    | O - Other            |

**TO: WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Harlow, Todd	County Sheriff	6-13-22	Civilian Captain	\$3,806.76/bi-weekly \$102,782.52/year	12.25%= \$11,218.54/yr	R	Salary Increase.
Thomas, Melissa	Human Resources	7-01-22	Director	\$3,629.63/bi-weekly \$98,000/year	7.5%= \$6,887.83/yr	R	Salary Increase.
Schmitz, Kenneth	Building Services	7-01-22	Director	\$3,975/bi-weekly \$107,325/year	3.7%= \$3,813.53/yr	R	Salary Increase.
Brass, Trevor	County Attorney	7-11-22	Assistant County Attorney	\$2,881.35/bi-weekly \$77,796.55/year	4.8%= \$3,567.94/yr	R	Per AFSCME Assistant County Attorney Contract agreement, from Step 3 to Step 4.
Gill, Cade	County Sheriff	7-11-22	Civilian Jailer	\$21.60/hour		A	Job Vacancy Posted 5-25-22. Entry Level Salary: \$21.60/hour
Griffith, Scott	County Treasurer	7-11-22	Clerk II	\$18.22/hour		A	Job Vacancy Posted 4-21-22. Entry Level Salary: \$18.22/hour.

The above and foregoing having been submitted is disposed of as follows:

VOTE  
JUL 05 2022

OK		NO
OK		NO
OK		NO
OK		NO
OK		NO

APPROVED BY BOARD DATE: \_\_\_\_\_

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas, HR Director