

**HUMAN RESOURCES DEPARTMENT**

**MEMORANDUM OF PERSONNEL TRANSACTIONS**

**DATE:** July 18, 2023

**\* PERSONNEL ACTION CODE:**

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

**TO: WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Palsma, Kurtus	Secondary Roads	7-21-23	Temporary Engineering Aide			S	End of Temporary Work.
Murray, Michael	County Sheriff	7-24-23	P/T Courthouse Safety & Security Officer	\$21.65/hour	5.5%= \$1.13/hour	R	Per Wage Plan comparability with AFSCME Courthouse Contract, from Grade 3/Step 3 to Grade 3/Step 4.
Juarez, Carlos	County Sheriff	7-24-23	Civilian Jailer	\$23.97/hour		A	Job Vacancy Posted 2-6-23. Entry Level Salary: \$23.97/hour.
Mireles, Israel	County Sheriff	7-24-23	Civilian Jailer	\$23.97/hour		A	Job Vacancy Posted 2-6-23. Entry Level Salary: \$23.97/hour.
Newton, Jackson	County Sheriff	7-24-23	Civilian Jailer	\$23.97/hour		A	Job Vacancy Posted 2-6-23. Entry Level Salary: \$23.97/hour.
Perez, Jose	County Sheriff	7-24-23	Civilian Jailer	\$23.97/hour		A	Job Vacancy Posted 2-6-23. Entry Level Salary: \$23.97/hour.
Clark, Lacey	County Sheriff	7-25-23	Civilian Jailer	\$23.97/hour		A	Job Vacancy Posted 2-6-23. Entry Level Salary: \$23.97/hour.

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

**VOTE**  
**JUL 18 2023**

OK \_\_\_\_\_ NO \_\_\_\_\_  
 OK \_\_\_\_\_ NO \_\_\_\_\_  
 OK \_\_\_\_\_ NO \_\_\_\_\_  
 OK \_\_\_\_\_ NO \_\_\_\_\_  
 OK \_\_\_\_\_ NO \_\_\_\_\_

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

**MELISSA THOMAS, HR DIRECTOR:** Melissa Thomas HR Director