

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: July 25, 2023

*** 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
Schmidt, Nicholas	County Sheriff	7-14-23	Civilian Jailer			S	Resignation.
Gardner, April	Juvenile Detention	7-24-23	Case Manager	\$67,069.97/year	4%= \$2,579.61/yr	R	Per AFSCME Juvenile Detention Contract agreement, 3 year wage increase.
Kilbride, Tayea	Juvenile Detention	7-24-23	P/T Youth Worker	\$23.03/hour	3.4%=\$.77/hr	R	Per AFSCME Juvenile Detention Contract agreement, from Grade 1/Step 2 to Grade 1/Step 3.
Morris, Alyse	County Attorney	7-31-23	Legal Secretary III	\$25.57/hour	6.7%= \$1.62/hr	P	Promotion from Treasurer Clerk II to Legal Secretary III.
Alvarado, Genneses	Juvenile Detention	8-01-23	P/T Youth Worker	\$21.41/hour		A	Job Vacancy Posted 6-14-23. Entry Level Salary: \$21.41/hour.
Novak, Kiely	Secondary Roads	8-01-23	Temporary Engineering Aide			S	End of Temporary Work.

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

VOTE
JUL 25 2023

OK		NO
OK		NO
OK		NO
OK		NO
OK		NO

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas HR Director