

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: August 22, 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
Nelson, Tracy	County Sheriff	8-17-23	Court Security Officer	\$32.12/hour	0%	T	Transfer from Civilian Jailer to Court Security Officer.
Robinson, Lisa	Veteran Affairs	8-21-23	Service Officer	\$25.57/hour	6.7%=\$1.62/hour	P	Promotion from Clerk II to Service Officer.
Blanchard, Lee	County Sheriff	9-04-23	Civilian Lieutenant	\$3,482.27 bi-weekly	3.25%=\$109.63/bi-weekly	R	Per Wage Plan Matrix, 6 month Salary Increase.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas HR Director

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

VOTE

AUG 22 2023

OK *[Signature]* NO _____

OK *[Signature]* NO _____

OK *[Signature]* NO _____

OK *[Signature]* NO _____

OK _____ NO _____