

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: September 19, 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  |
|------------------|----------------|----------------|--|------------------|------------|---|--|
| Stewart, Maxwell | County Sheriff | 9-15-23        | Sheriff Deputy                           |                  |            | S | Resignation.   |
| Murray, Michael  | County Sheriff | 9-18-23        | P/T Courthouse Safety & Security Officer | \$21.65/hour     | 0%         | T | Transfer from Regular part-time to part-time on-call status. |
| Williams, Sandra | County Sheriff | 9-18-23        | P/T Courthouse Safety & Security Officer | \$18.68/hour     | 0%         | T | Transfer from Regular part-time to part-time on-call status. |
|                  |                |                |  |                  |            |   |  |
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|                  |                |                |  |                  |            |   |  |

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

MELISSA THOMAS, HR DIRECTOR:

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

**VOTE**

**SEP 19 2023**

OK \_\_\_\_\_ NO \_\_\_\_\_  
 OK \_\_\_\_\_ NO \_\_\_\_\_  
 OK Dan & Brian NO \_\_\_\_\_  
 OK \_\_\_\_\_ NO \_\_\_\_\_  
 OK \_\_\_\_\_ NO \_\_\_\_\_



## Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER  
P. O. BOX 3715 SIOUX CITY, IOWA 51102

CHAD SHEEHAN, SHERIFF

PHONE: 712.279.6010  
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FAX: 712.279.6522

September 5, 2023

To the Woodbury County Board of Supervisors & Human Resources Department,

The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to place Mike Murray and Sandy Williams on "on-call" status. Effective 9-18-2023 Mike and Sandy will no longer be scheduled for work at the Court House security station but will be available to work if needed.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Chad Sheehan'.

Chad Sheehan, Sheriff

Cc: file