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HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: March 12, 2024

\* 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
Chytka, Ryan	Building Services	3-18-24	Environmental Project Supervisor	\$3401.87/ bi-weekly	6.5%= \$207.62/ bi-weekly	R	Correction from 3% to 6.5% Increase.
Mitchell, Scott	Emergency Services	3-22-24	Director			S	Resignation.
Anderson, Lisa	Human Resources	4-12-24	Secretary III			S	Retirement.

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

MAR 12 2024

OK [Signature] NO \_\_\_\_\_

OK [Signature] NO \_\_\_\_\_

OK [Signature] NO \_\_\_\_\_

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

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