

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: July 1, 2025

*** 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 |
|-----------------|-------------------|----------------|---------------------------|----------------------|--------------------|---|---|
| Brass, Trevor | Attorney's Office | 07-07-2025 | Assistant County Attorney | \$118,048.00/year | 4%=\$4,114.00/year | R | Per AFSCME Attorney: Move from Step 7 to Step 8. Anniversary Date 7/15/25 |
| Brooks, William | Sheriff's Office | 07-07-2025 | Deputy | \$41.62/hour | 10%=3.76/hour | R | Per CWA Deputy: Move from Senior to Master. Anniversary Date 7/18/25 |
| Ritchie, Jason | Secondary Roads | 07-14-2025 | Mechanic Foreman | \$3,452.53/bi-weekly | | A | Job Vacancy posted on 5/14/25. Entry Level Salary 3,452.53 bi-weekly. |
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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

JUL 01 2025

| | |
|-----------------------|----------|
| OK <i>[Signature]</i> | NO _____ |
| OK <i>[Signature]</i> | NO _____ |
| OK <i>[Signature]</i> | NO _____ |
| OK _____ | NO _____ |
| OK _____ | NO _____ |