

HUMAN RESOURCES DEPARTMENT

5a
9/2/25

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: September 2, 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
Schoep, Rebecca	Sheriff's Office	08-04-2025	Civilian Jailer	\$28.20/hour	5%=\$1.22/hr	R	Per CWA Civilian Contract: Article XVI Section 4. Move from 2nd Class to 1 st
Holst, Steven	Secondary Roads	09-01-2025	Motor Grader Operator	\$29.03/hour	1%=\$0.31/hr	R	In-house Job Vacancy Posted on 8/13/25. Equipment Operator to Motor Grader.
Medina-Lopez, Stephany	Sheriff's Office	09-15-2025	Civilian Jailer	\$26.04/hour		A	Job Vacancy Posted on 5/7/25. Entry Level Salary \$26.04/hr
Ulysses, Azpeita	Sheriff's Office	09-15-2025	Civilian Jailer FT-Temp	\$26.04/hour		A	Job Vacancy Posted on 7/10/25. Entry Level Salary \$26.04/hr
Kempers, Jace	Sheriff's Office	09-15-2025	Civilian Jailer FT-Temp	\$26.04/hour		A	Job Vacancy Posted on 7/10/25. Entry Level Salary \$26.04/hr
The above and foregoing having been submitted is disposed of as follows:							
VOTE							
SEP 02 2025							

APPROVED BY BOARD DATE:

OK [Signature] NO _____

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MELISSA THOMAS, HR DIRECTOR:

OK [Signature] NO _____

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Melissa Thomas HR Director