

HUMAN RESOURCES DEPARTMENT
MEMORANDUM OF PERSONNEL TRANSACTIONS

*** PERSONNEL ACTION CODE:**

- | | |
|-----------------|----------------------|
| A - Appointment | R - Reclassification |
| T - Transfer | E - End of Probation |
| P - Promotion | S - Separation |
| D - Demotion | O - Other |

DATE: October 21, 2025

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Hernandez, Leticia	Treasurer	10-10-2025	Clerk II - Tax			S	Resigned
Caster, Todd	Building Services	10-14-2025	Custodian			S	Separation
Kempers, Jace	Sheriff's Office	10-21-2025	Civilian Jailer	\$26.04/hour	0%	O	Transfer from FT Temp to Regular FT
Azpeitia, Ulysses	Sheriff's Office	10-21-2025	Civilian Jailer	\$26.04/hour	0%	O	Transfer from FT Temp to Regular FT
Vazquez, Laysa	Juvenile Detention	10-22-2025	Youth Worker – PT Temp	\$22.71/hour		A	Job Vacancy Posted on 8/20/2025. Entry Level Salary: \$22.71/hour
Johnson, Terry	Secondary Roads	10-27-2025	Motor Grader Operator	\$29.03/hour	3%=\$0.87/hr	R	Per CWA Roads-End of Probationary Period. Move to Step 1. Anniversary Date: 10/30/25

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas, HR Director