

4a

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: December 9, 2025

*** 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
Tompkins, Aaron	Sheriff's Office	12-08-2025	Civilian Jailer	\$31.12/hour	10%=\$2.92/hr	R	Per CWA Civilian- AA Degree + 6 Years of Service Move to Senior. Anniversary Date: 12/16/25
Martin, James	Secondary Roads	12-22-2025	District Foreman	\$3,312.71/bi-weekly	2%=\$69.90/bi-weekly	R	Per Wage Plan Matrix - 4 Year Increase. Anniversary Date: 12/23/25.

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas

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

VOTE

DEC 09 2025

OK *James C. Pruitt* NO _____
OK *Kat T. Canyon* NO _____
OK *Pat [Signature]* NO _____
OK *[Signature]* NO _____
OK *[Signature]* NO _____