

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** June 9, 2026

**\* 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
Wilson, Caitlyn	Treasurer	06-10-2026	Clerk II - MV	\$19.82/hour		A	Job Vacancy Posted on 3/4/2026. Entry Level Salary \$19.82/hr
Kluyer, Miranda	Sheriff's Office	06-22-2026	Civilian Jailer	\$34.57/hour	11%=\$3.45/hr	R	Per CWA Civilian- Move from Senior to Master. Anniversary Date: 6/30/26

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**

JUN 09 2026

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

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

OK *Kent T. Cooper* \_\_\_\_\_ NO \_\_\_\_\_

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

OK *Dan Beatty* \_\_\_\_\_ NO \_\_\_\_\_