

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

5

**DATE:** July 14, 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                                                         |
|------------------|-------------------|----------------|---------------------------|-------------------|------------------|---|-----------------------------------------------------------------|
| Marksbury, Colin | Sheriff's Office  | 07-06-2026     | Civilian Jailer           | \$28.19/hour      | 4%=\$0.98/hr     | R | Per CWA Civilian – Move to Step 2. Anniversary Date: 7/15/26    |
| Harmon, Robert   | Building Services | 07-20-2026     | Custodian                 | \$18.35/hour      |                  | A | Job Vacancy Posted on 11/3/25. Entry Level Salary \$18.35/hr    |
| Briese, Samuel   | Attorney's Office | 07-20-2026     | Assistant County Attorney | \$100,854.00/year | 4%=\$4,236.00/yr | R | Per AFSCME Attorney – Move to Step 4. Anniversary Date: 7/22/26 |
| Holst, Steven    | Secondary Roads   | 07-20-2026     | Equipment Operator        | \$29.68/hour      | 1%=\$0.31/hr     | R | Per CWA Roads – Move to Step 2. Anniversary Date: 7/31/26       |
| Wenger, Jeffery  | Secondary Roads   | 07-20-2026     | Equipment Operator        | \$29.37/hour      | 3%=\$0.88/hr     | R | Per CWA Roads – End of Probationary Period. Move to Step 1.     |
|                  |                   |                |                           |                   |                  |   |                                                                 |

**APPROVED BY BOARD DATE:** \_\_\_\_\_

**THE ABOVE AND FOREGOING**  
**having been submitted**  
**is disposed of as follows:**

*Melissa Thomas, HR Director*

**VOTE**

**JUL 14 2026**

|                                                                                       |          |
|---------------------------------------------------------------------------------------|----------|
| OK  | NO _____ |
| OK  | NO _____ |
| OK  | NO _____ |
| OK  | NO _____ |
| OK  | NO _____ |