

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** August 11th, 2026

**\* 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                                                             |
|---------------------|--------------------|----------------|---------------------------|------------------|---------------|---|---------------------------------------------------------------------|
| Paulsen, Zackary    | Sheriff's Office   | 08-02-2026     | Civilian Jailer           |                  |               | S | Resigned                                                            |
| Kern, Anna          | Treasurer          | 08-17-2026     | Senior Clerk              | \$24.31/hour     | 4%=\$0.89/hr  | R | Per AFSCME Courthouse – Move to Step 4. Anniversary Date: 8/18/2025 |
| Bui, Le             | Juvenile Detention | 08-17-2026     | Youth Worker              | \$24.32/hour     | 4%=0.92/hr    | R | Per AFSCME Juvenile- Move to Step 2. Anniversary Date: 8/20/2026    |
| Nelson, Charles     | Sheriff's Office   | 08-17-2026     | Civilian Jailer           | \$28.83/hour     | 2%=\$0.64/hr  | R | Per CWA Civilian – Move to Step 3. Anniversary Date: 8/22/26        |
| Johnson, Dustin     | Building Services  | 08-17-2026     | Clerk III                 | \$27.94/hour     | 3%=\$0.85/hr  | R | Per AFSCME Courthouse – Move to Step 4. Anniversary Date: 8/25/26   |
| Edwards, Caleb      | Sheriff's Office   | 08-17-2026     | Deputy                    | \$44.43/hour     | 11%=\$4.49/hr | R | Per CWA Deputy – Move to Master. Anniversary Date: 8/29/26          |
| Wingert, Zachary    | Sheriff's Office   | 08-20-2026     | Deputy                    |                  |               | S | Resigned                                                            |
| Matney, Nicholas    | Attorney's Office  | 08-21-2026     | Assistant County Attorney |                  |               | S | Resigned                                                            |
| Jorgensen, Nicholas | Juvenile Detention | 08-30-2026     | Youth Worker              |                  |               | S | Resigned                                                            |

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|------------------|------------------|----------------|-------------------|------------------|------------|---|-----------------------------------|
| Wingert, Michael | Sheriff's Office | 08-17-2026     | Transport Officer | \$35.00/hour     |            | A | On Call Position Approved 6/30/26 |
| Uhl, Randy       | Sheriff's Office | 08-17-2026     | Transport Officer | \$35.00/hour     |            | A | On Call Position Approved 6/30/26 |
| Cruz, Jerardo    | Sheriff's Office | 08-17-2026     | Transport Officer | \$35.00/hour     |            | A | On Call Position Approved 6/30/26 |
|                  |                  |                |                   |                  |            |   |                                   |
|                  |                  |                |                   |                  |            |   |                                   |
|                  |                  |                |                   |                  |            |   |                                   |
|                  |                  |                |                   |                  |            |   |                                   |

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

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

MELISSA THOMAS, HR DIRECTOR: \_\_\_\_\_

as for VOTE

AUG 11 2026

OK *[Signature]* NO \_\_\_\_\_  
OK *[Signature]* NO \_\_\_\_\_  
OK *[Signature]* NO \_\_\_\_\_  
OK *[Signature]* NO \_\_\_\_\_  
OK \_\_\_\_\_ NO \_\_\_\_\_

OK