## **HUMAN RESOURCES DEPARTMENT**

## MEMORANDUM OF PERSONNEL TRANSACTIONS

\* PERSONNEL ACTION CODE:

DATE: January 3, 2022 A- Appointment

R-Reclassification

T - Transfer

E- End of Probation

P - Promotion D - Demotion S - Separation O – Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Henningfeld, Sheila	County Sheriff	1-04-22	Clerk III	\$22.39/hour		A	Job Vacancy Posted 11-17-21. Entry Level Salary: \$21.54/hour.
Perez, Armando	County Sheriff	1-04-22	Civilian Jailer	\$21.02/hour		A	Job Vacancy Posted 11-10-21. Entry Level Salary: \$21.02/hour.
Ryan, Travis	County Sheriff	1-27-22	Civilian Jailer			S	Resignation.
			The	bove and fore	going		
			having been submitted				
			is dis	posed of as fo	llows:		
					VOTE		
					AN 03 2022		
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			OK_	THE	2	N	0
			OK_	Glenz leng		N	0
			OK_	Me	5	N	0
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MELISSA THOMAS, HR DIRECTOR:

Melina Shomas HR Ducker



## Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER
P. O. BOX 3715 SIOUX CITY, IOWA 51102

CHAD SHEEHAN, SHERIFF

PHONE: 712.279.6010

E-MAIL: csheehan@woodburycountyiowa.gov

FAX: 712.279.6522

December 20, 2021

To the Woodbury County Board of Supervisors & Human Resources Department,

The Woodbury County Sheriff's Office respectfully requests authorization to hire Shelia Henningfeld for the position of Clerk III. This will be starting at a pay grade 5, step 2. We are requesting her starting pay at this level due to her previous experience with transcription. We request this be placed on the agenda for the Monday, January 3, 2022, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

Chad Sheehan, Sheriff

Cc: file