

HUMAN RESOURCES DEPARTMENT

WOODBURY COUNTY, IOWA

DATE: May 19, 2020

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Attorney	Asst. County Attorney	AFSCME: \$59,861.00 to \$69,227.00/year	✓	
County Auditor/ Commissioner of Elections	Elections Clerk III	AFSCME: \$20.40/hour	✓	
County Sheriff	Civilian Jailer	CWA: \$19.86/hour	✓	

  
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 Chairman, Board of Supervisors



## WOODBURY COUNTY ATTORNEY

**PATRICK "PJ" JENNINGS**  
COUNTY ATTORNEY

300 COURTHOUSE  
620 DOUGLAS STREET  
SIOUX CITY, IOWA 51101

TELEPHONE  
712-279-6516  
FAX # 712-279-8457

# MEMORANDUM

Date: May 13, 2020  
To: Board of Supervisors  
From: PJ Jennings  
RE: Request for New Hire

### Supervisors:

On June 30, 2020, one of our felony attorneys will be retiring. This is a very important position within our office and will certainly cause a delay in the processing our criminal caseload. It is crucial that we get a new attorney hired as soon as possible as the duties and learning curve for this prosecutor can be quite over-whelming. It would be vital to have the outgoing prosecutor be able to assist with the training of any new hire to the office.

I ask that you now approve the hiring of a new assistant prosecutor at this time.

A handwritten signature in black ink, appearing to be "PJ Jennings", is written over a horizontal line.

## Melissa Thomas

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**From:** Pat Gill  
**Sent:** Tuesday, May 12, 2020 5:56 PM  
**To:** Melissa Thomas  
**Cc:** Steve Hofmeyer; Michelle Skaff  
**Subject:** Clerk Positions In The Auditor's Office

Director Thomas,

With the unfortunate passing of one of our election clerks, we have been evaluating a basic reorganization in our office. Deputies Hofmeyer and Skaff and I have held numerous conversations about our personnel needs in our office and analyzed the resources we need to perform the duties we are charged with under the Iowa code and those that have been delegated to us by the Board of Supervisors. The first step we are moving forward with is in our elections division, we are asking to deauthorize a clerk II position and to authorize a clerk III position. When we are through with our reorganization, we anticipate having have just two clerks in this area. Having a clerk III position is necessary due to the increased duties that our clerks have assumed in the area of training and supervision when it comes to our Precinct Election Officials and the increased volume of activity that our absentee voting process has absorbed.

I am respectfully asking you to present this to the Board of Supervisors and to let me know if you require any additional information.

Sincerely,

Pat Gill

Woodbury County Auditor and Recorder



## Woodbury County Sheriff's Office

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

DAVID A. DREW, SHERIFF

PHONE: 712.279.6010  
E-MAIL: [ddrew@woodburycountyiowa.gov](mailto:ddrew@woodburycountyiowa.gov)  
FAX: 712.279.6522

May 13, 2020

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

The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to begin the hiring process for a male Correctional Officer position, effective May 20th, 2020. We request this be placed on the agenda for Tuesday, May 19th, 2020, Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "David Drew".

Dave Drew, Sheriff

Cc: file