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8/2/16

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: August 2, 2016

*** 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
Walker, Austin	Secondary Roads	7-22-16	Temporary Summer Laborer			S	End of Temporary Work.
Skaff, Michelle	County Auditor	8-03-16	Percentage Deputy	\$67,699/year	23%=\$12,699/year	T	Transfer to 80% Percentage Deputy.
Tyler, Aaron	Juvenile Detention	8-05-16	Youth Worker	\$23.87/hour	0%	A	From Part-time to Full-time Youth Worker.
Washington, Christina	County Sheriff	8-08-16	Senior Clerk	\$17.19/hour	-4%=-\$.81/hour	T	Transfer from Civilian Jailer to Senior Clerk.
Robinson, Lisa	Veteran Affairs	8-15-16	Clerk II	\$20.06/hour	10%=\$1.94/hr	R	Per Wage Plan Comparability with AFSCME Courthouse Contract, from Grade 3/Step 4 to Grade 3/Step 5.
Jessen, Jean	County Auditor	9-30-16	Percentage Deputy			S	Retirement.

APPROVED BY BOARD DATE:

ED GILLILAND, HR DIRECTOR:

Ed Gilliland

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

AUG 02 2016

VOTE

OK *Jung* NO _____

OK *James* NO _____

OK *Mike* NO _____

OK *Robert* NO _____

OK *Jackie* NO _____

WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT

TO: Board of Supervisors and the Taxpayers of Woodbury County

FROM: Ed Gilliland, Human Resources Director

SUBJECT: Memorandum of Personnel Transactions

DATE: August 2, 2016

For the August 2, 2016 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1) Secondary Roads Temporary Summer Laborer, End of Temporary Work.
- 2) Emergency Management Coordinator, Transfer to County Auditor Percentage Deputy.
- 3) Juvenile Detention Youth Worker, from Part-time to Full-time.
- 4) County Sheriff Civilian Jailer, Transfer to Senior Clerk.
- 5) Veteran Affairs Clerk II, from Grade 3/Step 4 to Grade 3/Step 5.
- 6) County Auditor Percentage Deputy, Retirement.

Thank you