

1-2-18

11a

PATRICK F. GILL
 WOODBURY COUNTY
 AUDITOR & RECORDER &
 COMM. OF ELECTIONS
HUMAN RESOURCES DEPARTMENT
MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: January 2, 2018

2018 JAN 4 PM 12:21

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 |
|-----------------|-----------------|----------------|--------------|------------------|-----------------------|---|--|
| Thomas, Melissa | Human Resources | 01-02-18 | Director | \$64,000/year | 26%= \$13,373/year | P | Promotion from Admin. Assistant to Director. |
| Haefs, Toni | County Sheriff | 01-26-18 | Senior Clerk | | | S | Resignation. |
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APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: Melissa Thomas

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

JAN 02 2018

| | | | | |
|----|--------------------|------|----|-------|
| OK | <u>[Signature]</u> | VOTE | NO | _____ |
| OK | <u>[Signature]</u> | | NO | _____ |
| OK | <u>[Signature]</u> | | NO | _____ |
| OK | <u>[Signature]</u> | | NO | _____ |
| OK | <u>[Signature]</u> | | NO | _____ |

WOODBURY COUNTY
HUMAN RESOURCES DEPARTMENT

TO: Board of Supervisors and the Taxpayers of Woodbury County
FROM: Melissa Thomas, Human Resources Director
SUBJECT: Memorandum of Personnel Transactions
DATE: January 2, 2018

For the January 2, 2018 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. Human Resources Director, Promotion
2. County Sheriff Senior Clerk, Resignation

Thank you