# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS TO IS

DATE: <u>July 24, 2018</u>

\* PERSONNEL ACTION CODE 9 20 A- Appointment R-Reclassification

E- End of Probation

T - Transfer P - Promotion

S - Separation

D - Demotion

O - Other

### TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Armstrong, Donald	County Sheriff	7-01-18	% Lieutenant	\$84,291.17/year	2%=\$2,107/ year	R	Increase from 78% to 80% Lieutenant.
Hertz, Charles	County Sheriff	7-01-18	% Lieutenant	\$84,291.17/year	2%=\$2,107/ year	R	Increase from 78% to 80% Lieutenant.
Trobaugh, Todd	County Sheriff	7-01-18	% Lieutenant	\$84,291.17/year	2%-\$2,107/ year	R	Increase from 78% to 80% Lieutenant.
Harman, Hogan	Secondary Roads	7-26-18	Temporary Summer Laborer			S	End of Temporary Work.
Koepke, Kimberlee	County Treasurer	7-30-18	Clerk II	\$21.07/hour	-19%= -\$4,01/hour	Т	Position Transfer from Youth Worker to Clerk II.
Fitch, Jill	County Sheriff	8-01-18	P/T Courthouse Safety & Security Officer	\$18.05/hour		A	Job Vacancy Posted 6-13-18. Entry Level Salary: \$16.43- \$18.05/hour.
Hatfield, Jonathon	County Sheriff	8-04-18	Civilian Jailer	\$23.15/hour	10%=\$2.27/ hour	R	Per CWA Civilian Officers Contract agreement, from Class I to Senior Class.
Barnes, Darius	County Sheriff	8-05-18	Civilian Jailer	\$20.06/hour	4%=\$.78/ hour	R	Per CWA Civilian Officers Contract agreement, from Class 3 to Class 2.
Riesberg, Abby	County Treasurer	8-09-18	Clerk III	\$21.40/hour	3%=\$.71/hour	R	Per AFSCME Courthouse Contract agreement, from Grade 5/Step 2 to Grade 5/Step 3.

Harstad, Dan	County Sheriff	8-10-18	Civilian Jailer	\$23.15/hour	10%=\$2.27/ hour	R	Per CWA Civilian Officers Contract agreement, from Class 1 to Senior Class.
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APPROVED BY BOARD DATE:		
MELISSA THOMAS, HR DIRECTOR:	Melissa Thomas	HR Dinctor

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

JUL 2 4 2018

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### **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:** July 24, 2018

For the July 24, 2018 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

- 1. County Sheriff (3) Percentage Lieutenants, Increase from 78% to 80% Lieutenants.
- 2. Secondary Roads Temporary Summer Laborer, End of Temporary Work.
- 3. County Treasurer Clerk II, Position Transfer.
- 4. County Sheriff P/T Courthouse Safety & Security Officer, Appointment.
- 5. County Sheriff Civilian Jailer, from Class 1 to Senior Class.
- 6. County Sheriff Civilian Jailer, from Class 3 to Class 2.
- 7. County Treasurer Clerk III, from Grade 5/Step 2 to Grade 5/Step 3.
- 8. County Sheriff Civilian Jailer, from Class 1 to Senior Class.

Thank you