

**HUMAN RESOURCES DEPARTMENT**  
**MEMORANDUM OF PERSONNEL TRANSACTIONS**

**DATE:** August 21, 2018

**\* 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
Cruz, Jerardo	County Sheriff	7-30-18	Civilian Jailer	\$25.84/hour	0%	T	Transfer from Court Security Officer to Civilian Jailer.
Junge, David	County Sheriff	7-30-18	Court Security Officer	\$25.84/hour	0%	T	Transfer from Civilian Jailer to Court Security Officer.
McDermott, Shane	Secondary Roads	8-13-18	Motor Grader Operator			S	Separation.
Venable-Ridley, Cornelia	County Attorney	8-26-18	Asst. County Attorney	\$73,908/year	4%=\$3,105/year	R	Per AFSCME Asst. County Attorney Contract agreement, from Step 5 to Step 6.
McBride, Casey	County Sheriff	8-30-18	Civilian Jailer			S	Resignation.
Dawson, David	County Attorney	8-31-18	Asst. County Attorney	\$79,811/year	8%=\$5,903/year	R	Per AFSCME Asst. County Attorney Contract agreement, from Step 6 to Step 7.
Johnson, Dustin	County Treasurer	9-01-18	Clerk II	\$17.19/hour	4.5%=\$.76/hr	R	Per AFSCME Courthouse Contract agreement, from Grade 3/Step 1 to Grade 3/Step 2.
The above and foregoing having been submitted is disposed of as follows:							
	OK	<i>[Signature]</i>	NO				
	OK	<i>[Signature]</i>	NO				
	OK	<i>[Signature]</i>	NO				
	OK	<i>[Signature]</i>	NO				

**APPROVED BY BOARD DATE:**

**MELISSA THOMAS, HR DIRECTOR:**

AUG 21 2018

*[Signature]* HR Director

**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:** August 21, 2018

For the August 21, 2018 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. County Sheriff Court Security Officer, Transfer to Civilian Jailer.
2. County Sheriff Civilian Jailer, Transfer to Court Security Officer.
3. Secondary Roads Motor Grader Operator, Separation.
4. Asst. County Attorney, from Step 5 to Step 6.
5. County Sheriff Civilian Jailer, Resignation.
6. Asst. County Attorney, from Step 6 to Step 7.
7. County Treasurer Clerk II, from Grade 3/Step 1 to Grade 3/Step 2.

Thank you