HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: __August 30, 2016__

* 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
Schroeder, Toby	Secondary Roads	8-19-16	Temporary Summer Laborer			S	End of Temporary Work.
Widman, Joshua	County Attorney	9-12-16	Asst. County Attorney	$78,917/year	0%	T	Transfer from Asst. Co. Attorney-Civil Division to Misdemeanor Criminal Division.
Sills, Abigail	County Attorney	9-13-16	Asst. County Attorney-Civil Division	$55,721/year		A	Job Vacancy Posted 7-6-16. Entry Level Salary: $55,721/year.
Shupe, Douglas	Secondary Roads	9-14-16	District Foreman	$65,221/year	2%=$1,373/yr	R	Per Wage Plan Matrix, 4 year Salary Increase.
Timmins, Kristine	Secondary Roads	9-17-16	Asst. County Attorney	$93,720/year	6.7%=$5,942/yr	R	Per AFSCME Asst. County Attorney Contract agreement, from Step 11 to Step 12.

APPROVED BY BOARD DATE: _____

ED GILLILAND, HR DIRECTOR:

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 30, 2016

For the August 30, 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) Asst. County Attorney, Transfer from Civil Division to Misdemeanor Division.
3) Asst. County Attorney-Civil Division, Appointment.
4) Secondary Roads District Foreman, Wage Plan Matrix Salary Increase.
5) Asst. County Attorney, from Step 11 to Step 12.

Thank you