

2-6-18  
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## HUMAN RESOURCES DEPARTMENT

### MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: February 6, 2018

**\* 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
McDonald, Michael	Building Services	1-29-18	Custodian			S	Deceased.
Karrer, Theodore	Building Services	2-05-18	Custodian	\$17.61/hour	0%	T	Position Transfer from Maintenance Worker to Custodian.

APPROVED BY BOARD DATE: \_\_\_\_\_

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas

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

FEB 06 2018

	VOTE	
OK <u>[Signature]</u>	NO _____	
OK <u>[Signature]</u>	NO _____	
OK <u>[Signature]</u>	NO _____	
OK <u>[Signature]</u>	NO _____	
OK _____	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:** February 6, 2018

For the February 6, 2018 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. Building Services Custodian, Separation.
2. Building Services Maintenance Worker-Grounds Keeper, Position Transfer to Custodian.

Thank you