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# HUMAN RESOURCES DEPARTMENT

# MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** February 3, 2015

*** 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 |
|---|---|---|---|---|---|---|---|
| Pottebaum, Martin | Courthouse Safety & Security | 1-24-15 | Courthouse Safety & Security Supervisor | $39,140/year | 3%=$1,140/yr | R | Per Wage Plan Matrix, 6 month Salary Increase. |
| Collison, Charles | County Sheriff | 2-14-15 | Civilian Jailer | $22.96/hour | 11%=$2.38/hr | R | Per CWA Civilian Officers Contract agreement, from Senior Class to Master Class. |
| Robinson, Lisa | Veteran Affairs | 2-15-15 | Clerk II | $17.33/hour | 5.4%=$.90/hr. | R | Per Wage Plan comparability with AFSCME Courthouse Contract, from Grade 3/Step 3 to Grade 3/Step 4. |
| Thomas, Steven | Secondary Roads | 2-27-15 | District Foreman | | | S | Retirement. |
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The above and foregoing having been submitted is disposed of as follows:

FEB 03 2015

VOTE

OK _____ NO _____

OK _____ NO _____

OK _____ NO _____

OK _____ NO _____

OK _____ NO _____

**APPROVED BY BOARD DATE:** _____

**GLORIA MOLLET, ASST. HR DIRECTOR** Gloria Mollet