

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

### \* PERSONNEL ACTION CODE:

A - Appointment  
T - Transfer  
P - Promotion  
D - Demotion  
R - Reclassification  
E - End of Probation  
S - Separation  
O - Other

DATE: January 27, 2026

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Jarabek, Michael	Secondary Roads	01-19-2026	Engineering Technician II	\$33.17/hour	1%=\$0.31/hr	R	Per CWA Roads – Move from Step 4 to Step 5. Anniversary Date: 2/1/26
Wenger, Jeffrey	Secondary Roads	02-02-2026	Equipment Operator	\$27.86/hour		A	Job Vacancy Posted on 12/23/2025. Entry Level Salary: \$27.86/hr
Alavez, Cynthia	Sheriff's Office	02-02-2026	Deputy	\$35.55/hour		A	Authorization to Hire Included on the 01/27/2026 Agenda

APPROVED BY BOARD DATE:

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas, HR Director  
The above and foregoing, having been submitted is disposed of as follows:

VOTE

JAN 27 2026

OK \_\_\_\_\_ NO \_\_\_\_\_

OK \_\_\_\_\_ NO \_\_\_\_\_

OK Kurt T. Carpenter NO \_\_\_\_\_

OK \_\_\_\_\_ NO \_\_\_\_\_

OK \_\_\_\_\_ NO \_\_\_\_\_