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## HUMAN RESOURCES DEPARTMENT

### MEMORANDUM OF PERSONNEL TRANSACTIONS

**\* PERSONNEL ACTION CODE:**

**DATE:** January 27, 2026

|                |                     |
|----------------|---------------------|
| A- Appointment | R-Recategorization  |
| 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  |
|------------------|------------------|----------------|---------------------------|------------------|--------------|---|--|
| 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:

The above and foregoing,  
having been submitted  
to the Board of Supervisors of as follows:

VOTE

JAN 27 2026

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