

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE:** August 28, 2018

PATRICIA E. GILL  
WOODBURY COUNTY  
2018 AUG 29 AM 9 05  
ADDITIONAL WORKER

**\* 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
Edwards, Caleb	County Sheriff	8-29-18	Sheriff Deputy	\$23.70/hour		A	Appointment by County Sheriff.
Carlson, Bradley	County Sheriff	9-01-18	P/T Courthouse Safety & Security Officer			O	Paid personal days & holiday hours change to 3 hours per holiday/ personal day.
De Witt, Rocky	County Sheriff	9-01-18	P/T Courthouse Safety & Security Officer			O	Paid personal days & holiday hours change to 3 hours per holiday/ personal day.
Erickson, Wendy	County Sheriff	9-01-18	P/T Courthouse Safety & Security Officer			O	Paid personal days & holiday hours change to 4 hours per holiday/ personal day.
Shinkunas, Gregory	County Sheriff	9-01-18	P/T Courthouse Safety & Security Officer			O	Paid personal days & holiday hours change to 4 hours per holiday/ personal day.
Skaff, Sheryl	County Sheriff	9-01-18	P/T Courthouse Safety & Security Officer			O	Paid personal days & holiday hours change to 3 hours per holiday/ personal day.
Zyzda, Jeanne	Human Resources	9-05-18	Clerk II	\$16.43/hour		A	Job Vacancy Posted 7-11-18. Entry Level Salary: \$16.43/hour.
Weitzel, Jason	Building Services	9-12-18	Custodian	\$18.69/hour	8%=\$1.42/hr	R	Per AFSCME Courthouse Contract agreement, from Grade 1/Step 4 to Grade 1/Step 5.
Shupe, Douglas	Secondary Roads	9-14-18	District Foreman	\$71,767.18/year	2%=\$1,453.30/yr	R	Per Wage Plan Matrix, 6 year Salary Increase.

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

Melissa Thomas

MELISSA THOMAS, HR DIRECTOR:

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

AUG 28 2018

	NOTE	
OK		NO _____
OK		NO _____
OK		NO _____
OK		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:** August 28, 2018

For the August 28, 2018 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. County Sheriff Deputy, Appointment.
2. County Sheriff (5) P/T Courthouse Safety & Security Officers, Paid Personal Days & Holiday Hours Change.
3. Human Resources Clerk II, Appointment.
4. Building Services Custodian, from Grade 1/Step 4 to Grade 1/Step 5.
5. Secondary Roads District Foreman, 6 year Salary Increase.

Thank you