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HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

PATRICK F. GILL  
WOODBURY COUNTY  
\* PERSONNEL ACTION CODE:  
A - Appointment  
T - Transfer  
P - Promotion  
D - Demotion  
R - Reclassification  
E - End of Probation  
S - Separation  
O - Other  
AUDITOR RECORDER  
COMM OF ELECTIONS  
2019 JAN 23 PM 11:25

DATE: January 22, 2019

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
McMahon, Colleen	County Sheriff	1-15-19	Civilian Jailer			S	Resignation.
Zahnley, Dawn	Emergency Services	1-23-19	Clerk II	\$21.07/hour	0%	T	Position Transfer from Wage Plan Clerk II to AFSCME Clerk II.
Donaghu, Justin	County Sheriff	1-27-19	Jail Sergeant			S	Resignation.
Robson, Chad	Secondary Roads	1-30-19	Motor Grader Operator	\$23.15/hour		A	Job Vacancy Posted 11-21-18. Entry Level Salary: \$23.15/hour.
Stoos, McKenzie	County Treasurer	2-01-19	Clerk II	\$18.05/hour		R	Per AFSCME Courthouse Contract agreement, from Grade 3/Step 2 to Grade 3/Step 3.
			The above and foregoing having been submitted is disposed of as follows:				
							JAN 22 2019
					VOTE		1
			OK <i>[Signature]</i>			NO	1
			OK <i>[Signature]</i>			NO	1
			OK <i>[Signature]</i>			NO	1
			OK <i>[Signature]</i>			NO	1
			OK <i>[Signature]</i>			NO	1

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

MELISSA THOMAS, HR DIRECTOR:

*Melissa Thomas*  
HR Director

**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:** January 22, 2019

For the January 22, 2019 meeting of the Board of Supervisors and the Taxpayers of Woodbury County the Memorandum of Personnel Transactions will include:

1. County Sheriff Civilian Jailer, Resignation.
2. Emergency Services Clerk II, Position Transfer from Wage Plan to AFSCME.
3. County Sheriff Jail Sergeant, Resignation.
4. Secondary Roads Motor Grader Operator, Appointment.
5. County Treasurer Clerk II, from Grade 3/Step 2 to Grade 3/Step 3.

Thank you