



MAY 23 2023

# Hire/Personnel Action Form

## Employee Information

Employee  
Susan Kavanaughugh

## Hire Information

|                          |                            |                   |
|--------------------------|----------------------------|-------------------|
| Person ID                | Hire Req#                  | Job Type          |
| 34027131                 | 202300012                  | Full-Time Regular |
| Department               | Job Class                  | Pay Rate          |
| County Attorney's Office | Deputy County Attorney (I) | \$92,865.98       |
| Division                 | Job Class#                 | HireDate          |
| N/A                      | 3070                       | 5/31/23           |

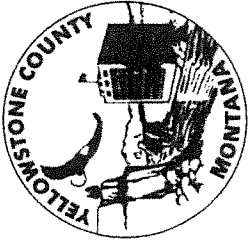
## Comments

2301122.41100.111 - 100% - Replaces Rosanne Lockhart  
Includes statutorily mandated longevity.  
Hiring as a Senior Deputy based on her experience.

## Approvals

|                 |                |                 |
|-----------------|----------------|-----------------|
| HUMAN RESOURCES | Dwight Vigness | 5/22/23 4:14 PM |
| FINANCE         | JENNIFER JONES | 5/23/23 6:59 AM |

|                      |                   |
|----------------------|-------------------|
| Commissioners Action |                   |
| <u>Approve</u>       | <u>Disapprove</u> |
| Chair                | _____             |
| Member               | _____             |
| Member               | _____             |



Scott Twito  
Yellowstone County Attorney  
217 N 27 Street  
PO Box 35025  
Billings, MT 59107  
Phone: 406-256-2870  
Fax: 406-256-6931

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**To:** Dwight Vigness, HR Director  
**From:** Scott Twito, County Attorney  
**Date:** May 22, 2023  
**RE:** *Senior Deputy County Attorney Hire, Susan Kavanaugh*

Pursuant to County Compensation policy and the authority of the 2021 attorneys' collective bargaining agreement I desire to compensate Ms. Kavanaugh as follows:

A senior deputy county attorney at \$92,865.98 (FY 23). This salary amount includes state mandated longevity as this candidate qualifies for longevity based on experience as a criminal prosecutor for 8 years and 1 month (\$4000). Longevity payments will be made pursuant to statute and prior practice. If applicable, Ms. Kavanaugh's salary increases to the base salary in future years will be as follows: FY 24: 3.25%, FY 25: 3.00%. The starting salary shall be reflected in the PAR.

Ms. Kavanaugh will be hired as a senior deputy and offered compensation based on her skills and experience as an attorney who had been in practice since 2006 with several years as a criminal prosecutor. Ms. Kavanaugh has been a prosecutor who worked on felony cases for a large jurisdiction for just over 8 years. Ms. Kavanaugh was also a hearings examiner and a judge. Ms. Kavanaugh has specific criminal trial experience and can assume the responsibilities of a senior deputy. Her prosecutorial knowledge and judicial decision-making experience will be an asset to the Yellowstone County Attorney's Office.

Cc: Jim Soumas, Teamsters  
Ms. Kavanaugh

 Employer logo

MAY 22 2023

# Hire/Personnel Action Form

## Employee Information

Employee  
Isaiah Comly

## Hire Information

|               |                                  |                |
|---------------|----------------------------------|----------------|
| Person ID     | Hire Req#                        | Job Type       |
| 53421506      | 202300036                        | Weed Temporary |
| Department    | Job Class                        | Pay Rate       |
| Road & Bridge | Seasonal Weed Control Technician | N/A            |
| Division      | Job Class#                       | HireDate       |
| Weed Control  | WEED-S                           | 5/30/23        |

## Comments

\$17.00/hour

## Approvals

|                 |                |                  |
|-----------------|----------------|------------------|
| HUMAN RESOURCES | Dwight Vigness | 5/22/23 10:18 AM |
| FINANCE         | JENNIFER JONES | 5/22/23 10:20 AM |

Commissioners Action  
Approve Disapprove

Chair

Member

Member

MAY 22 2023

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Janet Reynolds Effective Date: 5-16-23  
 Current Title: GIS Analyst Gr. F Salary \$ 29.69  
 Title Change: \_\_\_\_\_ Gr. F Salary \$ 31.17 temp DU  
 (5% wage increase)

Check as Applicable:

Regular Full Time: \_\_\_\_\_ New Hire: \_\_\_\_\_

Regular Part Time: \_\_\_\_\_ Rehire: \_\_\_\_\_

Temp Full Time: \_\_\_\_\_ Termination: \_\_\_\_\_

Temp Part Time: \_\_\_\_\_

Seasonal Hire: \_\_\_\_\_ Promotion: X

Replaces position \_\_\_\_\_ Transfer: \_\_\_\_\_

Name \_\_\_\_\_ Demotion: \_\_\_\_\_

New Budgeted Position \_\_\_\_\_

Other: \_\_\_\_\_ Reclassification: \_\_\_\_\_

Funding: 6040 - 000 - 400.500300 - 111 Percent 100 New Account \_\_\_\_\_  
 - - - - - Percent \_\_\_\_\_ Split Account \_\_\_\_\_

Michael Pavell 5-18-23  
 Elected Official/Department Head Date

Section 2

Human Resources:

Finance:

Note: \_\_\_\_\_  
Stegman \_\_\_\_\_  
 Director Date

Note: \_\_\_\_\_  
Juliana 5-22-23  
 Director Date

H.R. Comments:

Commissioner's Action  
 Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

This is a temporary adjustment  
until position is received  
for Enterprise System Admin.

Chair

Date entered in payroll \_\_\_\_\_

Clerk & Recorder - original

Human Resources - canary

Auditor - pink

Department - goldenrod

Member MM

Member [Signature]



## Additional Duties Request Form

### Additional Duties Definition:

When an employee has assumed significant additional responsibilities **not resulting from an increase in volume, but which is not enough to warrant reclassification.**

If the increased duties result in an increase in work volume, but not in an increase in the complexity of fulfilling the responsibilities of the position, then no salary increase will be granted. To avoid creating salary inequities for others, consider:

- o The Salaries of others in similar positions.
- o The complexity of the additional duties.

If the increased responsibilities are permanent, then a permanent salary increase may be granted.

If the increased responsibilities are for a defined period of time, then a temporary salary increase may be granted.

Circumstances where additional duty pay is not appropriate:

- o Where the additional responsibilities are regarded as a development opportunity and/or a natural growth of the job.
  - o Where the duties being undertaken are at the same grade or lower than the employee's current position.
1. Department/Management completes this form to request additional duties. Compare current job description with new duties, documenting the additional and essential functions. Indicate whether the duties are temporary or permanent.
  2. A cover memo explaining the rationale for the increase.
  3. Submit all documents to Human Resources. HR will then submit the form to Finance for budgetary approval.
  4. Human Resources will review the job description to determine whether the increased duties support an "in-grade" salary increase.
  5. Human Resources will discuss finding with the BOCC and Finance. Temporary increased duties generally should not exceed six (6) months.

|                        |  |
|------------------------|--|
| <b>Department Name</b> |  |
| GIS                    |  |

|                            |                             |                                               |
|----------------------------|-----------------------------|-----------------------------------------------|
| <b>Contact Information</b> | <b>Name:</b> Michael Powell | <b>Email:</b> mpowell@yellowstonecountymt.gov |
|                            | <b>Title:</b> GIS Manager   | <b>Phone:</b> (406)256-2812                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                  |                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------------|
| <b>1. PROPOSED POSITION DETAILS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                  |                                                                                       |
| <b>Position Title and Grade</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Supervisor Name and Title</b> | <b>Position Type</b><br>Contact HR w/Questions                                        |
| <b>Title:</b> GIS Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Michael Powell / GIS Manager     | X Non-Union<br><input type="checkbox"/> Non-Exempt<br><input type="checkbox"/> Exempt |
| <b>Grade:</b> F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                  |                                                                                       |
| <b>Summary of how position has changed:</b> Using current job description summarize where the additional duties came from and how these duties are outside of the current job description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                  |                                                                                       |
| Janet has completely surpassed the duties of a GIS Analyst. As of February, GIS implemented a new enterprise system, to help be more efficient with the county and other departments. With Janet already doing work with ArcGIS Online and web applications with ESRI (the product we use for our GIS), it was a natural progression for her to take the lead on the new system. Here are some of the additional tasks that she has been doing: <ol style="list-style-type: none"><li>1. Enterprise GIS Systems administration including but not limited to ArcGIS Enterprise (portal, Server, SDE and ArcGIS Online environments, including administering AGOL user accounts, user types and roles.</li></ol> |                                  |                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>2. Automate routine enterprise GIS systems administration processes using Python or related tools.</li> <li>3. Monitor database performance to identify and resolve problems and inefficiencies.</li> <li>4. Serve as technical lead for GIS application development and infrastructure design, including development of GIS architecture, data management, development processes, coding, testing, documentation, change and release management, migration of GIS applications to the production environment.</li> <li>5. Develop and maintain Enterprise geodatabase, including users and roles.</li> <li>6. Administering ArcGIS Server, starting and stopping services, publishing services, registering folders as a data store with ArcGIS Server</li> <li>7. Adding members to Portal using SAML/Azure AD logins</li> </ol> <p>This on itself can not be added to the GIS Analyst description and a new position needs to be created. Until that is finalized a wage increase is warranted.</p> |
| <p><b>Background regarding additional duties:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>A. Are these temporary changes?   <input type="checkbox"/> YES   <input checked="" type="checkbox"/> NO   If yes, how long will this position perform these duties.</p> <p>Provide background detail as to why additional duties are under consideration to add to this position. (Where did the additional duties come from? (Legislative changes, supervisory assignments, etc. How did the job change, describe new duties, increased responsibility, etc.)</p> <p>See above. These are several of the job duties she is doing now. None of which has anything to do with the GIS Analyst. This pay raise is for work being done now until the new job position becomes viable at which time, she will be moving into that position.</p>                                                                                                                                                                                                                                                                                                |
| <p>C. Were these duties and responsibilities previously being performed in the department?   <input type="checkbox"/> YES   <input checked="" type="checkbox"/> NO</p> <p>If yes, what position performed these duties.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>D. What alternatives were considered? Please provide a description of alternative solutions considered, (i.e., changed to process, redistribution of work) and why the additional duties are considered the best solution.</p> <p>The alternatives, in the past, were to update the GIS Analyst description to include the additional duties. This is not possible anymore. A new position needs to be developed and has. Until it gets implemented, a wage increase is warranted for the work she is already doing on behalf of this new system.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>2. POSITION JUSTIFICATION:</b> If the additional duties were not approved, what impact would it have on your department and County business? What are the consequences for failing to add these additional duties?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                                                                                                                                                                                                     |                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <p>If this new position does not go through, it will be very difficult for our department and the county to continue to operate at an efficient level, and difficult for this department to keep people as we would fall behind technology-wise</p> |                                    |
| <p><b>3. DEPARTMENT APPROVAL:</b></p>                                                                                                                                                                                                               |                                    |
| <p>I have reviewed and approve the contents of this additional duties request. I find the information provided is accurate and complete.</p>                                                                                                        |                                    |
| <p>Elected Official/Department Head Signature</p> <p><i>Michael Powell</i></p>                                                                                                                                                                      | <p>Date:</p> <p><i>5-18-23</i></p> |

|                                                                                                                                                                                       |                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <p><b>4. HUMAN RESOURCES REVIEW AND RECOMMENDATIONS:</b></p>                                                                                                                          |                                                                                              |
| <p>Human Resources has reviewed the additional duties request and is recommending:</p>                                                                                                |                                                                                              |
| <p><input checked="" type="checkbox"/> There appears to be a substantive increase in the scope and/or complexity of the job based on the information submitted.</p>                   |                                                                                              |
| <p><input type="checkbox"/> The current job classification exists within the Yellowstone County position classification system appears to include the submitted additional duties</p> |                                                                                              |
| <p>The Board of County Commission may initiate a Board exception</p> <p><i>Enterprise System Administrator</i></p> <p><i>we are creating a new position</i></p>                       |                                                                                              |
| <p>Human Resource Director Signature</p> <p><i>H. Higgins</i></p>                                                                                                                     | <p>Date:</p> <p><i>5-22-23</i></p>                                                           |
| <p><b>5. FINANCE REVIEW:</b></p>                                                                                                                                                      |                                                                                              |
| <p>Department:</p>                                                                                                                                                                    | <p>Fund Number:</p>                                                                          |
| <p>Will the additional duties be newly funded or will funds be redistributed within the current budget?</p>                                                                           | <p><input type="checkbox"/> New Budget <input checked="" type="checkbox"/> Redistributed</p> |
| <p>Will this position be funded by a grant?</p>                                                                                                                                       | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>                   |
| <p>If funded by a grant, when does the grant expire.</p>                                                                                                                              | <p>Date:</p>                                                                                 |
| <p><input checked="" type="checkbox"/> There is sufficient funding within the current department budget to fund the additional duties.</p>                                            |                                                                                              |
| <p><input type="checkbox"/> New funding is needed to fund the additional duties.</p>                                                                                                  |                                                                                              |
| <p>Finance Director Signature</p> <p><i>Jennifer Jones</i></p>                                                                                                                        | <p>Date:</p> <p><i>5.22.23</i></p>                                                           |

|                          |                                                                       |
|--------------------------|-----------------------------------------------------------------------|
| <b>6. BOCC APPROVAL:</b> | Date:                                                                 |
| Chair Signature          | <input type="checkbox"/> Approved <input type="checkbox"/> Disapprove |
| Member Signature         | <input type="checkbox"/> Approved <input type="checkbox"/> Disapprove |
| Member Signature         | <input type="checkbox"/> Approved <input type="checkbox"/> Disapprove |

Final step: Board Clerk will route copies to Human Resources, Finance and Originating Department.

MAY 22 2023

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Kyra Dolbeare Effective Date: 06/01/2023  
Current Title: Detention Officer Gr.     Salary \$ 21.97  
Title Change: Detention Officer/FTO Gr.     Salary \$ 22.62

Check as Applicable:

Regular Full Time: XX New Hire:      
Regular Part Time:     Rehire:      
Temp Full Time:     Termination:      
Temp Part Time:     Promotion:      
Seasonal Hire:     Transfer:      
Replaces position     Demotion:      
Name     Reclassification:      
New Budgeted Position    

Other: add FTO pay XX

Funding: 2300 136 420200 111 Percent 100 New Account      
Percent     Split Account    

[Signature] 05/18/2023  
Elected Official/Department Head Date

Section 2

Human Resources: Finance:

Note:     Note:      
Director Date  
[Signature] 5-22-23 5.22.23  
Director Date

H.R. Comments: Commissioner's Action  
Approve     Disapprove    

Chair      
Member      
Member    

Date entered in payroll      
Clerk & Recorder - original  
Human Resources - canary  
Auditor - pink  
Department - goldenrod

MAY 22 2023

# YELLOWSTONE COUNTY PERSONNEL ACTION REPORT

## Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Coltin Johnston Effective Date: 06/01/2023  
 Current Title: Detention Officer Gr.     Salary \$ 21.97  
 Title Change: Detention Officer/FTO Gr.     Salary \$ 22.62

### Check as Applicable:

Regular Full Time: XX New Hire:      
 Regular Part Time:     Rehire:      
 Temp Full Time:     Termination:      
 Temp Part Time:      
 Seasonal Hire:     Promotion:      
 Replaces position     Transfer:      
 Name     Demotion:      
 New Budgeted Position    

Other: add FTO pay XX Reclassification:    

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account      
 - - - - - Percent     Split Account    

[Signature] 05/18/2023  
 Elected Official/Department Head Date

## Section 2

Human Resources: Finance:

Note:     Note:      
[Signature] 5-22-23 5-22-23  
 Director Date Director Date

H.R. Comments: Commissioner's Action  
    Approve     Disapprove    

Chair [Signature]

Member [Signature]

Member [Signature]

Date entered in payroll      
 Clerk & Recorder - original  
 Human Resources - canary  
 Auditor - pink  
 Department - goldenrod

## Section 1

**Title Change:** Detention Officer/ FTO **Gr.** 22.62 **Salary \$** 22.62

New Budgeted Position \_\_\_\_\_

|          |      |   |     |   |        |   |     |  |         |     |               |
|----------|------|---|-----|---|--------|---|-----|--|---------|-----|---------------|
| Funding: | 2300 | - | 136 | - | 420200 | - | 111 |  | Percent | 100 | New Account   |
|          |      |   |     |   |        |   |     |  | Percent |     | Split Account |

**H.R. Comments:**

revised 02/13

 Employer logo

MAY 19 2023

# Hire/Personnel Action Form

## Employee Information

Employee  
Jarod Barr

Address 1  
1029 3rd ave

Address 2  
N/A

City  
Laurel

State  
MT

Zip  
59044

Phone  
4064135565

## Hire Information

Person ID  
52728720

Hire Req#  
202300021

Job Type  
Full-Time Regular

Department  
Sheriff's Office

Job Class  
Booking Clerk (B)

Pay Rate  
\$19.21

Division  
Detention Facility

Job Class#  
5080

HireDate  
6/5/23

## Comments

Funding: 2300.136.420200.111 @ 100%  
replaces: Yzaguirre

## Approvals

HUMAN RESOURCES  
FINANCE

Dwight Vigness  
JENNIFER JONES

5/19/23 1:30 PM  
5/19/23 2:02 PM

Commissioners Action  
Approve Disapprove

Chair

Member

Member

MAY 18 2023

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: NICK RUB Effective Date: 5/16/23  
Current Title: I.T. WEB DEVELOPER Gr. E Salary \$ 27.93/Hr  
Title Change: \_\_\_\_\_ Gr. G Salary \$ 32.12/Hr

Check as Applicable:

Regular Full Time: \_\_\_\_\_ New Hire: \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_ Rehire: \_\_\_\_\_  
Temp Full Time: \_\_\_\_\_ Termination: \_\_\_\_\_  
Temp Part Time: \_\_\_\_\_ Promotion: \_\_\_\_\_  
Seasonal Hire: \_\_\_\_\_ Transfer: \_\_\_\_\_  
Replaces position \_\_\_\_\_ Demotion: \_\_\_\_\_  
Name \_\_\_\_\_ Reclassification: X  
New Budgeted Position \_\_\_\_\_

Other: \_\_\_\_\_

Funding: 1000 - 115 - 410580 - 111 Percent 100% New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_

John Slaved 5/16/23  
Elected Official/Department Head Date

Section 2

Human Resources:

Finance:

Note: \_\_\_\_\_

Note: \_\_\_\_\_

John Slaved 5-18-23  
Director Date

John Slaved 5-18-23  
Director Date

H.R. Comments: \_\_\_\_\_

Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Chair JS \_\_\_\_\_

Date entered in payroll \_\_\_\_\_

Member HH \_\_\_\_\_

Clerk & Recorder - original \_\_\_\_\_

Human Resources - canary \_\_\_\_\_

Auditor - pink \_\_\_\_\_

Department - goldenrod \_\_\_\_\_

MAY 18 2023

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Alexonna Zaabel Effective Date: 05/24/2023  
Current Title: Detention Officer Gr.     Salary \$ 21.76  
Title Change:                      Gr.     Salary \$           

Check as Applicable:

Regular Full Time: XX New Hire:             
Regular Part Time:            Rehire:             
Temp Full Time:            Termination: XX  
Temp Part Time:            Voluntary  
Seasonal Hire:            Promotion:             
Replaces position            Transfer:             
Name                      Demotion:             
New Budgeted Position           

Other:                      Reclassification:           

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account             
Percent            Split Account           

[Signature] 05/12/2023  
Elected Official/Department Head Date

Section 2

Human Resources: Finance:

Note:                      Note:                       
[Signature] 5-18-23 [Signature] 5.18.23  
Director Date Director Date

H.R. Comments:                      Commissioner's Action  
Approve            Disapprove           

Chair [Signature]           

Member MM           

Member [Signature]           

Date entered in payroll                       
Clerk & Recorder - original  
Human Resources - canary  
Auditor - pink  
Department - goldenrod

MAY 18 2023

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Katy Williams Effective Date: 5-18-23  
Current Title: CC Clerk - Part Time Gr.     Salary \$ 17.00  
Title Change:                      Gr.     Salary \$    

Check as Applicable:

Regular Full Time:     New Hire:      
Regular Part Time: X Rehire:      
Temp Full Time:     Termination: X - Voluntary  
Temp Part Time:     Promotion:      
Seasonal Hire:     Transfer:      
Replaces position     Demotion:      
Name                       
New Budgeted Position    

Other:                      Reclassification:    

Funding: 1000 - 121 - 410340 - 111 Percent     New Account      
                                Percent     Split Account    

Jeanne m. m May 11, 2023  
Elected Official/Department Head Date

Section 2

Human Resources:                      Finance:                     

Note:                      Note:                       
Schiggins 5-17-23 Jul Jones 5-18-23  
Director Date Director Date

H.R. Comments:                      Commissioner's Action  
                     Approve                      Disapprove                     

                     Chair JD      
                     Member MM      
                     Member DP    

Date entered in payroll                       
Clerk & Recorder - original  
Human Resources - canary  
Auditor - pink  
Department - goldenrod

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

MAY 18 2023

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Pamela Owens Effective Date: 5/15/23  
Current Title: Deputy Clerk Gr. C Salary \$ 19.30  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time: \_\_\_\_\_ New Hire: \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_ Rehire: \_\_\_\_\_  
Temp Full Time: \_\_\_\_\_ Termination: X  
Temp Part Time: \_\_\_\_\_ Promotion: \_\_\_\_\_  
Seasonal Hire: \_\_\_\_\_ Transfer: \_\_\_\_\_  
Replaces position \_\_\_\_\_ Demotion: \_\_\_\_\_  
Name \_\_\_\_\_  
New Budgeted Position \_\_\_\_\_  
Other: \_\_\_\_\_ Reclassification: \_\_\_\_\_

Funding: 1000 - 000 - 221410330 111 Percent 100 New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_

Pamela Owens \_\_\_\_\_  
Elected Official/Department Head Date 5/15/23

Section 2

Human Resources:

Finance:

Note: \_\_\_\_\_  
Director 5-18-23 Date

Note: \_\_\_\_\_  
Director 5-18-23 Date

H.R. Comments:

Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

\_\_\_\_\_ Chair \_\_\_\_\_  
\_\_\_\_\_ Member MM \_\_\_\_\_  
\_\_\_\_\_ Member MM \_\_\_\_\_

Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original  
Human Resources - canary  
Auditor - pink  
Department - goldenrod

revised 02/13

MAY 23 2023

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Brandon Smart

Effective Date: 07/01/2023

Current Title: Dep. Sergeant

Gr.        Salary \$ 34.93

Title Change: Lieutenant

Gr.        Salary \$ 37.09

Check as Applicable:

Regular Full Time: XX

New Hire:       

Regular Part Time:       

Rehire:       

Temp Full Time:       

Termination:       

Temp Part Time:       

Seasonal Hire:       

Promotion: XX

Replaces position  
Name       

Transfer: XX  
to Detention

New Budgeted Position       

Demotion:       

Other: XX rate change FY24 based on Linder rate       

Reclassification:       

Funding: 2300 - 136 - 420200 - 111

Percent 100 New Account       

       -        -       

Percent        Split Account       

Elected Official/Department Head       

Date 5-17-23

Section 2

Human Resources:

Finance:

Note:       

Note:       

Director Stagnier 5-23-23 Date       

Director Augman 5-23-23 Date       

H.R. Comments:       

Commissioner's Action  
Approve Disapprove

Date entered in payroll         
Clerk & Recorder - original         
Human Resources - canary         
Auditor - pink         
Department - goldenrod       

Chair       

Member 44

Member

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

MAY 23 2023

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: George Fritz

Effective Date: 07/01/2023

Current Title: Detective Sergeant

Gr.      Salary \$ 38.98

Title Change: Detective Lieutenant

Gr.      Salary \$ 41.39

Check as Applicable:

rate change FY24 based on  
Linder rate

Regular Full Time: XX

New Hire:     

Regular Part Time:     

Rehire:     

Temp Full Time:     

Termination:     

Temp Part Time:     

Seasonal Hire:     

Promotion: XX

Replaces position     

Transfer:     

Name     

New Budgeted Position     

Demotion:     

Other:     

Reclassification:     

Funding: 2300 - 131 - 420140 - 111

Percent 100 New Account     

Percent      Split Account     

05/23/2023

Elected Official/Department Head     

Date     

Section 2

Human Resources:

Finance:

Note:     

Note:     

Stegmans 5-23-23  
Director Date

Juliana 5.23.23  
Director Date

H.R. Comments:     

Commissioner's Action  
Approve Disapprove

Chair     

Date entered in payroll     

Clerk & Recorder - original     

Human Resources - canary     

Auditor - pink     

Department - goldenrod     

Member MM

Member DD

MAY 23 2023

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: James Zable Effective Date: 07/01/2023

Current Title: Dep. Sheriff Gr.      Salary \$ 29.06

Title Change: Dep. Sheriff/FTO Gr.      Salary \$ 29.63  
XX rate change FY24 based on Linder rate

**Check as Applicable:**

Regular Full Time: XX New Hire:     

Regular Part Time:      Rehire:     

Temp Full Time:      Termination:     

Temp Part Time:     

Seasonal Hire:      Promotion:     

Replaces position      Transfer:     

Name      Demotion:     

New Budgeted Position     

Other: XX Reclassification:       
add FTO pay

Funding: 2300 - 132 - 420150 - 111 Percent 100 New Account       
Percent      Split Account     

5-17-23 Date

5-17-23 Date

Elected Official/Department Head

Section 2

Human Resources:      Finance:     

Note:      Note:     

Director 5-23-23 Director 5-23-23 Date Date

H.R. Comments:      Commissioner's Action       
Approve      Disapprove     

     Chair     

     Member     

     Member     

Date entered in payroll     

Clerk & Recorder - original

Human Resources - canary

Auditor - pink

Department - goldenrod

revised 02/13

MAY 23 2023

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Robert Lester Effective Date: 07/01/2023

Current Title: Lieutenant Gr.      Salary \$ 38.08

Title Change: Captain Gr.      Salary \$ 39.85  
rate change FY24 based on  
Linder rate

Check as Applicable:

Regular Full Time: XX New Hire:     

Regular Part Time:      Rehire:     

Temp Full Time:      Termination:     

Temp Part Time:     

Seasonal Hire:      Promotion: XX

Replaces position      Transfer:     

Name      Demotion:     

New Budgeted Position     

Other:      Reclassification:     

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account       
- - - - - Percent      Split Account     

05/23/2023

Elected Official/Department Head      Date     

Section 2

Human Resources:      Finance:     

Note:      Note:     

Director 5-23-23 Director 5-23-23 Date     

H.R. Comments:      Commissioner's Action  
Approve      Disapprove     

Chair     

Member     

Member     

Date entered in payroll     

Clerk & Recorder - original     

Human Resources - canary     

Auditor - pink     

Department - goldenrod     

revised 02/13