

Hire/Personnel Action Form

SEP 07 2023

Employee Information

Employee
Darren Mattern

Address 1
2329 Jasmine Circle

Address 2
N/A

City
Billings

State
MT

Zip
59105

Phone
406-413-5219

Hire Information

Position Details
Senior District Court Clerk
(D) (3026)

Hire Req#
202300089

Job Class
Senior District Court Clerk
(D)

Job Type
Full-Time Regular

Person ID
54939663

Pay Rate
\$21.03

Department
District Court

HireDate
9/16/23

Division
N/A

Comments

1000 221 410330 111 100%
Moved from Grade C to Grade D
Replaces Pam Owens
19.12 +10% = 21.03

Approvals

HUMAN RESOURCES
DWIGHT
VIGNESS
9/7/23 3:10 PM

FINANCE
JENNIFER
JONES
9/7/23 3:18 PM

Commissioners Action
Approve Disapprove

Chair  _____

Member  _____

Member  _____

SEP 11 2023

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Zachary Iron Effective Date: 09/14/2023

Current Title: Detention Officer Gr. Salary \$ 25.80

Title Change: Gr. Salary \$

Check as Applicable:

Regular Full Time: XX New Hire:

Regular Part Time: Rehire:

Temp Full Time: Termination: XX

Voluntary

XX

Temp Part Time:

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] 09/08/2023

Elected Official/Department Head

Section 2

Human Resources:

Finance:

Note: Note:

[Signature] 9-11-23 Director Date

[Signature] 9.11.23 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

revised 02/13



Yellowstone County Commissioners
RECEIVED

SEP 13 2023

Hire/Personnel Action Form

Employee Information

Employee			
Garrett Kadleck			
Address 1	Address 2	Zip	
235 South 41st Street West	N/A	59106	
City	State	Phone	
Billings	MT	8017177016	

Hire Information

Position Details	Hire Req#	Job Type	
Equipment Service Worker (C/D) (4010)	202300063	N/A	
Person ID	Job Class	Pay Rate	
41576588	Equipment Service Worker (C/D)	\$20.20	
Department	Job Class#	HireDate	
Road & Bridge	4010	9/18/23	
Division			
Road			

Comments

replaces Cody Chase
2110 401 430200 110

Approvals

HUMAN RESOURCES	DWIGHT	9/12/23 2:25 PM
	VIGNESS	
FINANCE	JENNIFER	9/13/23 9:14 AM
	JONES	

Commissioners Action
Approve Disapprove

Chair		_____
Member		_____
Member		_____

Hire/Personnel Action Form

SEP 13 2023

Employee Information

Employee
Mark Burkhardtmeier

Address 1
1344 Cortez Avenue

Address 2
N/A

City
Billings

State
MT

Zip
59105

Phone
406-262-3551

Hire Information

Position Details
Equipment Operator I (D/E)
(4020)

Hire Req#
202300061

Job Class
Equipment Operator I (D/E)

Job Type
Full-Time Regular

Person ID
54559406

Pay Rate
\$20.53

Job Class#
4020

HireDate
10/2/23

Department
Road & Bridge

Division
Road

Comments

replaces Darren Kobelt
#2110 401 430200 110

Approvals

HUMAN RESOURCES
DWIGHT
VIGNESS
9/12/23 2:25 PM

FINANCE
JENNIFER
JONES
9/13/23 9:14 AM

Commissioner Action
Approve I approve

Chair  _____

Member MM _____

Member  _____

JUL 13 2023

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Margareta Martiny Effective Date: 9/14/23
Current Title: JCW Gr. 7 Salary \$ 23.09
Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

Regular Full Time: 6 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: 2399 - 235 - 470250 - 111 Percent 100% New Account _____
Percent _____ Split Account _____

Tracy L. Impley 9/12/23
Elected Official/Department Head Date

Section 2

Human Resources:

Finance:

Note: _____
Director Stagnass 9-12-23 Date

Note: _____
Director Anne Ab (For Jen Jones) Date 9/13/23

H.R. Comments: _____

Commissioner's Action
Approve _____ Disapprove _____

Chair _____

Member WY _____Member [Signature] _____

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

revised 02/13