

# Hire/Personnel Action Form

APR 10 2024

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## Employee Information

Employee  
Justin Blackman

## Hire Information

Position Details	Hire Req#	Job Type
IT Computer Support Specialist (E) (1080)	202300171	Full-Time Regular
Person ID	Job Class	Pay Rate
57471676	IT Computer Support Specialist (E)	\$2110
Department	Job Class#	HireDate
Information Technology	1080	4/29/24
Division		
N/A		




## Comments

1000.000.115.410580.111  
Replaces Nathan Shea

## Approvals

HUMAN RESOURCES	DWIGHT VIGNESS	4/10/24 1:52 PM
FINANCE	JENNIFER JONES	4/10/24 2:07 PM

Commissioners Action  
Approve Disapprove

Chair		_____
Member		_____
Member		_____



# Hire/Personnel Action Form

APR 08 2024

## Employee Information

Employee  
Jessica Zyph

## Hire Information

Position Details	Hire Req#	Job Type
Control Operator (B) (5085)	202300158	Full-Time Regular
Person ID	Job Class	Pay Rate
55900995	Control Operator (B)	\$20.36
Department	Job Class#	HireDate
Sheriff's Office	5085	4/15/24
Division		
Detention Facility		

## Comments

FUNDING: 2300.136.420200.111 @100%  
REPLACES: UNDERWOOD

## Approvals

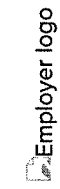
HUMAN RESOURCES	DWIGHT	4/8/24 9:32 AM
	VIGNESS	
FINANCE	JENNIFER	4/8/24 9:56 AM
	JONES	

Commissioners Action  
Approve Disapprove

Chair

Member

Member



Yellowstone County Commissioners  
RECEIVED

# Hire/Personnel Action Form

APR 08 2024

## Employee Information

Employee  
isabelle potter

## Hire Information

Position Details	Hire Req#	Job Type
Control Operator (B) (5085)	202300158	Full-Time Regular
Person ID	Job Class	Pay Rate
57159186	Control Operator (B)	\$20.36
Department	Job Class#	HireDate
Sheriff's Office	5085	4/15/24
Division		
Detention Facility		

## Comments

FUNDING: 2300.136.420200.111 @ 100%  
REPLACE: REED

## Approvals

HUMAN RESOURCES	DWIGHT	4/8/24 9:32 AM
	VIGNESS	
FINANCE	JENNIFER	4/8/24 9:55 AM
	JONES	

Commissioners Action  
Approve Disapprove

Chair

\_\_\_\_\_

Member

\_\_\_\_\_

Member

\_\_\_\_\_

APR 08 2024

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: SARAH HYDE Effective Date: 4-19-24  
Current Title: Senior Deputy Gr. 33 Salary \$ 91,497  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

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

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

Funding: 3301-122-41100-111 Percent 100% New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_

[Signature] Date 4/4/24  
Elected Official/Department Head

Section 2

Human Resources: \_\_\_\_\_

Finance: \_\_\_\_\_

Note: \_\_\_\_\_ Date \_\_\_\_\_  
Resignation 4-8-24 Date 4-8-24  
Director

Note: \_\_\_\_\_ Date \_\_\_\_\_  
[Signature] Date 4-8-24  
Director

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

Commissioner's Action  
Approve Disapprove

Chair [Signature] \_\_\_\_\_

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

Clerk & Recorder - original

Human Resources - canary

Auditor - pink

Department - goldenrod

Member [Signature] \_\_\_\_\_

Member [Signature] \_\_\_\_\_