

APR 29 2024

Employer logo

# Hire/Personnel Action Form

## Employee Information

Employee  
Jennifer Howe


## Hire Information


Position Details	Hire Req#	Job Type
Election Assistant II (D) (1045)	202300163	Full-Time Regular
Person ID	Job Class	Pay Rate
55899811	Election Assistant II (D)	\$19.07
Department	Job Class#	HireDate
Elections	1045	5/14/24

## Approvals

HUMAN RESOURCES	DWIGHT VIGNESS	4/26/24 4:09 PM
FINANCE	JENNIFER JONES	4/28/24 1:08 PM

Commissioners Action  
Approve Disapprove

Chair  \_\_\_\_\_

Member  \_\_\_\_\_

Member \_\_\_\_\_

Yellowstone County Commissioners  
RECEIVED

APR 29 2024

Employer logo

# Hire/Personnel Action Form

## Employee Information

Employee  
Mariah Cerkoney

## Hire Information

Position Details	Hire Req#	Job Type
Discovery Coordinator (F) (3062)	202300178	Full-Time Regular
Person ID	Job Class	Pay Rate
57782117	Discovery Coordinator (F)	\$25.40
Department	Job Class#	HireDate
County Attorney's Office	3062	5/16/24

## Comments

Funding: 2301-122-41100-111 ; 100% ; New position

## Approvals

HUMAN RESOURCES	DWIGHT VIGNESS	4/25/24 1:13 PM
FINANCE	JENNIFER JONES	4/28/24 1:08 PM

Commissioners Action  
Approve Disapprove

Chair

Member

Member

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APR 29 2024

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: Christopher Mow's Effective Date: 5-5-24  
Current Title: Chief Dep Co. Hq Gr. M Salary \$ 139,484  
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 \_\_\_\_\_ Demotion: \_\_\_\_\_  
Name \_\_\_\_\_  
New Budgeted Position \_\_\_\_\_

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

Funding: 2301-122 - 411100 - III Percent 100 New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
[Signature] 4/25/24  
Elected Official/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Section 2

Human Resources:

Note: \_\_\_\_\_ Date \_\_\_\_\_  
Director [Signature] 4-26-24 Date \_\_\_\_\_

Finance:

Note: \_\_\_\_\_ Date \_\_\_\_\_  
Director [Signature] 4-29-24 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 \_\_\_\_\_

APR 29 2024

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: Tracy Hazardt Effective Date: 4/24/24  
Current Title: Custodian/Keeper Gr. 4/D Salary \$ 19,07  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time: \_\_\_\_\_  
Regular Part Time: \_\_\_\_\_

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

Seasonal Hire: \_\_\_\_\_

Replaces position \_\_\_\_\_  
Name \_\_\_\_\_  
New Budgeted Position \_\_\_\_\_

New Hire: \_\_\_\_\_  
Rehire: \_\_\_\_\_  
Termination:   
Promotion: \_\_\_\_\_  
Transfer: \_\_\_\_\_  
Demotion: \_\_\_\_\_

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

Funding: 5810-552-460442-111 Percent 100% New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_

[Signature] \_\_\_\_\_  
Elected Official/Department Head Date 4/24/2024

Section 2

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

Note: \_\_\_\_\_  
[Signature] 4.25.24  
Director Date

Note: \_\_\_\_\_  
[Signature] 4.29.24  
Director Date

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

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

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