

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Luke Wimes Effective Date: 5/15/24
Current Title: JC Clerk Gr. C Salary \$ 17,68
Title Change: _____ Gr. _____ Salary \$ _____
Check as Applicable:
Regular Full Time: New Hire: _____
Regular Part Time: _____ Rehire: _____
Temp Full Time: _____ Termination: (voluntary)
Temp Part Time: _____ Promotion: _____
Seasonal Hire: _____
Replaces position _____ Transfer: _____
Name _____ Demotion: _____
New Budgeted Position _____
Other: _____

Funding: 1000 - 121 - 410 340 - 111 Percent 100% New Account _____
Percent _____ Split Account _____
Relief for Judge Carter Walker 4/30/24
Elected Official/Department Head (Supervisor) _____ Date _____

Section 2

Human Resources: _____ Finance: _____
Note: _____ Note: _____
Director _____ Date _____ Director _____ Date _____
H.R. Comments: _____ Commissioner's Action
Approve _____ Disapprove _____
Chair _____
Member _____
Member MM _____
Date entered in payroll _____
Clerk & Recorder - original _____
Human Resources - canary _____
Auditor - pink _____
Department - goldenrod _____

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Name: Divelle Dean Effective Date: 4-16-24
 Current Title: Senior Dep Co Alt's Gr. 6 Salary \$ 89,529.00
 Title Change: Deputy Chief of Gr. 5 Salary \$ 119,097.00
 Check as Applicable: Criminal Operations
Interim Chief Deputy CA 80% of CA plus
 Regular Full Time: _____ New Hire: \$122,597.60 longevity
 Regular Part Time: _____

Temp Full Time: _____
 Temp Part Time: _____
 Seasonal Hire: _____
 Replaces position Name: _____
 New Budgeted Position: _____
 Termination: _____
 Promotion: X
 Transfer: _____
 Demotion: _____

Other: _____
 Reclassification: _____

Funding: 2301 - 122 - 41106 - III Percent 100 New Account _____
 Percent _____ Split Account _____
 Elected Official/Department Head: [Signature] Date: 4/25/24

Section 2

Human Resources: _____ Finance: _____
 Note: Interim Review Note: [Signature] 5.124
can be months Director _____ Date _____
 Director _____ Date _____


H.R. Comments: moved to Dean - season
 Commissioner's Action: _____
 Approve _____ Disapprove _____
 Chair _____
 Member _____
 Member MM

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



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

To: BOCC and Dwight Vigness, HR Director

From: Scott Twito, County Attorney 

Date: April 16, 2024

RE: *Deputy Chief of Criminal Operations promotions, Hallie Bishop and Arielle Dean*

Pursuant to YC Classification Policy and Compensation Policy Nos. 08-04 and 07-02, as well as the need for the County Attorney's Office to meet the ever-increasing demands of the criminal justice system, I would like to add two Deputy Chiefs of Criminal Operations to my management structure as a replacement to the Chief Deputy Position. There is an existing position description for an operations deputy. Mr. Morris, my chief, is leaving the office after 22 years and based upon current office structure, discussions with personnel, and an examination of management workloads, I would like to divide much of the Chief Deputy's duties, among these two positions.

Based on their performance as senior deputy county attorneys I would like to add the additional responsibilities of criminal operations upon Hallie Bishop and Arielle Dean and promote and compensate them appropriately. Per policy, which allows for an elected official to take into consideration availability of applicants correct for the position, budgetary concerns, the high difficulty of county attorney supervisory responsibilities, and market conditions, I would like to increase their pay above the normal rate of pay for additional duties. I would like to compensate both at a percentage of my salary (80%), which has been a practice for attorney management level salaries within the county attorney's office. I request this as an exception to the standard rate of pay therefore BOCC must give final approval for this compensation adjustment.

This request does not exceed the maximum of the base salary of the grade of which they will be promoted to. (L). Additionally, because I am also requesting this under county compensation policy related to additional pay for an increase in duties and it is a substantial change to office structure, I would like to reevaluate these positions and performances within six (6) months.

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PERSONNEL ACTION REPORT**

Section 1

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Name: Hollie Bishop Effective Date: 4-16-24
 Current Title: Senior Deputy Gr. K Salary \$ 87,016³⁴
 Title Change: Deputy Chief of Gr. L Salary \$ 119,097⁶⁰
 Check as Applicable: Criminal Operations 80% of CA plus
Interim Chief Deputy C.A. boncevitary
 Regular Full Time: --- New Hire: ---
 Regular Part Time: --- Rehire: \$120,097.60

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

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


Section 2

Human Resources: Finance: Note: --- Commissioner's Action
 Note: Electoral basis Review in 6 - months [Signature] Director Date 4-15-24 Approve --- Disapprove ---
 Director [Signature] Date 4-30-24 Chair [Signature]
 H.R. Comments: need to run - unions Member [Signature]
 Date entered in payroll --- Member ---
 Clerk & Recorder - original Auditor - pink
 Human Resources - canary
 Department - goldenrod



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