

# Yellowstone County



## HUMAN RESOURCES

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To: Yellowstone Board of County Commissioners

From: Dwight Vigness, H.R. Director on behalf of  
Yellowstone County Hay Evaluation Committee  
Tim Miller, LynnDee Schmidt, Jeff Martin, Dwight Vigness, and Val Weber

Date: May 14, 2024

Re: Adjustment to the Facilities Superintendent pay grade

A handwritten signature in cursive script, appearing to read 'D. Vigness', is written over the 'From:' line.

In March 2024 the HAY Evaluation Committee recommended a grade I for the new Facilities Director position at Metra Park. After reviewing the knowledge, problem solving and accountability of the county-wide Facilities Superintendent, currently a grade H, it is recommended that the Facilities Superintendent position be moved to a grade J.

Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures and utility systems of buildings and maintaining grounds at the Yellowstone County Court House, Detention Facility, Youth Services Center, Western Heritage Museum, Sheriff's Office, Miller Bldg., and Yellowstone County Museum.

Recommendation of the HAY Evaluation Committee:

Title	Grade	Range
<b>Facilities Superintendent</b>	J	\$71K – 83K - \$100K

### Commissioner's Action

	Approved	Not Approved
John Ostlund, Chair	___	___
Donald W. Jones, Member	___	___
Mark Morse, Member	___	___

Copy: HAY Evaluation Committee  
Jennifer Jones, Finance Director