

AUG 05 2024

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: Rebecca Hert Effective Date: 7/31/2024  
Current Title: Elections Assistant II Gr.      Salary \$ 22,600  
Title Change:      Gr.      Salary \$     

Check as Applicable:  
Regular Full Time:  New Hire:       
Regular Part Time:      Rehire:       
Temp Full Time:      Termination:   
Temp Part Time:      Promotion:       
Seasonal Hire:      Transfer:       
Replaces position      Demotion:       
Name      Reclassification:       
New Budgeted Position     

Other:       
Funding: 1000 - 000 - 104.410600 - 111 Percent 100% New Account       
Percent      Split Account       
[Signature] 7/31/2024  
Elected Official/Department Head Date

Section 2

Human Resources:      Finance:       
Note:      Note:       
[Signature] 8-5-24 [Signature] 8.5.24  
Director Date 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

AUG 03 2024

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: James Zabel Effective Date: 08/01/2024  
Current Title: Dep Sheriff/FTO Gr. Salary \$ 33.35  
Title Change: Corporal/FTO Gr. Salary \$ 35.94

Check as Applicable:

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

Funding: 2300 - 132 - 420150 - Percent 111 New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
*R. Zabel* 07/31/2024  
Elected Official/Department Head Date

Section 2

Human Resources: Finance:

Note: \_\_\_\_\_ Note: *J. J. G. M. D.* 8.5.24  
Director Date  
*S. J. G. M. D.* 8.5.24 Director Date

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

Chair \_\_\_\_\_  
Member *M* \_\_\_\_\_  
Member *P* \_\_\_\_\_

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

AUG 05 2024

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: Nancy K Walsh  
Current Title: Title Clerk  
Title Change: \_\_\_\_\_

Effective Date: 8-16-2024  
Gr. C Salary \$ 18.55  
Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time:   
Regular Part Time: \_\_\_\_\_  
Temp Full Time: \_\_\_\_\_  
Temp Part Time: \_\_\_\_\_  
Seasonal Hire: \_\_\_\_\_

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

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

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

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

Funding: 1000 - 000 - 113-410540-111

Percent \_\_\_\_\_ New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_

Justin M. Quen  
Elected Official/Department Head

Date 8-1-2024

Section 2

Human Resources:

Finance:

Note: \_\_\_\_\_  
Director August 5-24 Date \_\_\_\_\_

Note: \_\_\_\_\_  
Director August 5.24 Date \_\_\_\_\_

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

Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

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

Chair \_\_\_\_\_  
Member MM \_\_\_\_\_  
Member MM \_\_\_\_\_

AUG 03 2024

**YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT**

**Section 1**

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

Name: Bryant Webb Effective Date: 08/08/2024  
 Current Title: Detention Officer Gr.      Salary \$ 24.60  
 Title Change:                                  Gr.      Salary \$                         

**Check as Applicable:**

Regular Full Time: XX New Hire:                           
 Regular Part Time:                          Rehire:                           
 Temp Full Time:                          Termination: XX  
 Temp Part Time:                          Voluntary  
 Seasonal Hire:                          Promotion:                           
 Replaces position Name                          Transfer:                           
 New Budgeted Position                          Demotion:                           
 Other:    Reclassification:                         

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account                           
 Percent                          Split Account                         

[Signature]  
 Elected Official/Department Head

07/31/2024  
 Date

**Section 2**

Human Resources:    Finance:     
 Note:    Note:     
Director 8-5-27 Director 8.5.24  
 Date 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 - goldendrod

AUG 06 2024



# Hire/Personnel Action Form

## Employee Information

Employee  
Caitlin Grusing

## Hire Information

Position Details	Hire Req#	Job Type
Booking Clerk (B) (5080)	202300208	Full-Time Regular
Person ID	Job Class	Pay Rate
53383265	Booking Clerk (C)	\$20.87
Department	Job Class.#	HireDate
Sheriff's Office	5080	8/12/24
Division		
Detention Facility		

## Comments

Funding: 2300.136.420200.111 @ 100%  
replaces: Prescott

## Approvals

HUMAN RESOURCES	DWIGHT VIGNESS	8/6/24 1:38 PM
FINANCE	JENNIFER JONES	8/6/24 1:54 PM

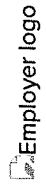
Commissioners Action  
Approve   Disapprove

Chair

Member

Member

AUG 05 2024



# Hire/Personnel Action Form

## Employee Information

Employee  
Travis Brewington

## Hire Information

Position Details	Hire Req#	Job Type
Deputy Sheriff (Patrol) (MCA) (5045)	202300207	Full-Time Regular
Person ID	Job Class	Pay Rate
699281	Deputy Sheriff (Patrol) (MCA)	\$31.33
Department	Job Class#	HireDate
Sheriff's Office	5045	8/12/24

## Comments

Funding: 2300.132.420150.111 @ 100%  
replaces: Schmidt

## Approvals

HUMAN RESOURCES	LynnDee Schmidt	8/5/24 11:19 AM
FINANCE	JENNIFER JONES	8/5/24 11:42 AM

Commissioners Action  
Approve Disapprove

Chair

Member

Member