

# Yellowstone County

## Class Specification

<b>Class Title</b>	<b>Database Engineer</b>
<b>Class Code Number</b>	<b>1106</b>
<b>Grade</b>	<b>H</b>
<b>FLSA</b>	<b>Exempt</b>
<b>EEO Function</b>	<b>Financial Administration (1)</b>
<b>EEO Category</b>	<b>Technician (3)</b>
<b>Date</b>	<b>October 2025</b>

### Job Summary

Responsible for database development and database support to Yellowstone County by conducting database needs assessments, creating new database systems, maintaining existing database systems; ensuring the integrity of database systems; and resolving solutions for the integration of database systems; does related duties as required.

### Distinguishing Class Features

Provides technical expertise in developing database systems; oversees and approves file designs to assure compatible long-range use; defines database standards; performs database testing; installs and upgrade existing programs or system release; installs database products; answers day-to-day questions concerning technical aspects of the database management and liaison with Tylor Technology, and other IT related vendors.

### Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)*

- ❑ Database Design & Architecture: Develop and optimize database schemas, tables, indexes, and relationships to support application and business requirements.
- ❑ Performance Tuning: Monitor and improve database performance through query optimization, indexing strategies, and resource management.
- ❑ Data Security & Integrity: Implement security protocols, backup strategies, and disaster recovery plans to safeguard data.
- ❑ ETL & Data Pipelines: Build and maintain ETL processes to support data warehousing, reporting, and analytics.
- ❑ Automation & Scripting: Develop scripts and tools for database deployment, migration, and maintenance tasks.
- ❑ Collaboration: Work closely with the dev team, vendors and other county employees to ensure seamless data flow and integration.
- ❑ Documentation: Maintain clear documentation of database structures, processes, and configurations.

### Required Knowledge and Abilities

#### ***Knowledge and understanding of:***

- ❑ Database design methods, techniques, characteristics, and practices using industry standards in developing procedures in a client-server environment;

- ❑ Relational database techniques for performance monitoring security, recovery, and data integrity;
- ❑ Oracle, SQL Server, Microsoft Access, Progress, Visual Basic, and other related database development products;
- ❑ Tylor Technology operating systems and related software applications;
- ❑ Networking concepts technology and related components of a client server environment;
- ❑ Current database system technologies.

***Skill to:***

- ❑ Communicate effectively in both oral and written form;
- ❑ Work with third party software developers to provide and coordinate user support and integration with existing county applications;
- ❑ Ability to work in a team environment.

***Ability to:***

- ❑ Perform application programming;
- ❑ Establish and maintain accurate records and files and prepare reports;
- ❑ Work independently with minimal supervision.

## Reporting Relationships

***Decision- making Authority:***

This position reports to the Web & Development Administrator. The position holder does not directly supervise other positions but does provide training and assistance within the IT Department and throughout the County.

## Minimum Qualifications

***Education/Experience/Training:***

- Bachelor's degree in computer science, information systems, or closely related field from an accredited college or university; **and**
- Three (3) years' of directly related experience in database system administration and design, programming development in a client-server environment specializing in database administration. **or**
- Any equivalent combination of education and experience totaling seven (7) years.

***Certifications:***

## Essential Physical Abilities

***Essential Physical Abilities:***

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to crawl, stand, kneel, stoop, crouch, and use hands to handle, or feel;
- The employee must occasionally lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform database procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form.

***Working Conditions:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is an office environment and working with computers throughout the County system;
- The noise level in the work environment is usually moderate.

# Yellowstone County

## Class Specification

<b>Class Title</b>	<b>Network Systems Specialist</b>
<b>Class Code Number</b>	<b>1085</b>
<b>Grade</b>	<b>G</b>
<b>FLSA</b>	<b>Non-Exempt</b>
<b>EEO Function</b>	<b>Financial Administration (1)</b>
<b>EEO Category</b>	<b>Technician (3)</b>
<b>Date</b>	<b>October 2025</b>

### Job Summary

The Network Systems Specialist is a Tier 1 technical support role responsible for assisting in the daily operations, maintenance, and monitoring of Yellowstone County's network infrastructure. This position serves as the first line of support for network-related issues, working closely with the Network Engineer and Network Administrator to ensure secure, reliable, and efficient connectivity across all county departments.

### Distinguishing Class Features

This position is classified as a Tier 1 network role within Yellowstone County's IT department, serving as the entry-level technical support function in the network operations hierarchy. The Network Systems Specialist focuses on routine tasks such as monitoring, documentation, and first-response troubleshooting, all performed under the guidance of the Network Engineer and Network Administrator. Unlike higher-tier roles, this position does not engage in network design or strategic planning but instead supports the implementation and maintenance of existing infrastructure. It is highly collaborative, providing hands-on assistance and escalating complex issues to senior staff. The role operates with limited autonomy, adhering to established procedures and requiring direct supervision for network changes or configurations. As a foundational classification, it offers a clear pathway for professional growth into more specialized network positions, while providing exposure to enterprise networking tools, cybersecurity practices, and infrastructure management in a government IT environment.

### Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)*

- ❑ Monitor network performance and report anomalies or outages to senior network staff.
- ❑ Respond to Tier 1 network support requests, including connectivity issues, basic configuration errors, and hardware troubleshooting.
- ❑ Assist in the installation, configuration, and maintenance of network devices (e.g., switches, routers, firewalls, wireless access points).
- ❑ Document network incidents, resolutions, and changes in accordance with county IT standards.

- ❑ Support network inventory management, including tracking hardware assets and cabling layouts.
- ❑ Perform routine checks on network health, including bandwidth usage, device uptime, and security alerts.
- ❑ Collaborate with the Network Engineer and Network Administrator on network upgrades, patching, and system improvements.
- ❑ Maintain awareness of cybersecurity best practices and assist in implementing basic safeguards.
- ❑ Participate in cross-departmental IT initiatives as assigned.

### **Required Knowledge and Abilities**

***Knowledge and understanding of:***

- ❑ Basic understanding of TCP/IP, DNS, DHCP, and LAN/WAN concepts.
- ❑ Experience with Cisco, Ubiquiti, or similar enterprise-grade networking equipment.
- ❑ Exposure to network monitoring platforms.
- ❑ Understanding of government IT compliance and security standards.
- ❑ Familiarity with network hardware and diagnostic tools.
- ❑ Strong troubleshooting and documentation skills.
- ❑ Ability to work independently and collaboratively in a government IT environment.

### **Reporting Relationships**

***Decision- making Authority:***

This position reports to the Network Systems Administrator. The position holder does not directly supervise other positions but does provide training and assistance within the IT Department and throughout the County.

### **Minimum Qualifications**

***Education/Experience/Training:***

- Associate degree in Information Technology, Computer Networking, or related field; or equivalent combination of education and experience.
- OR –
- Equivalent combination of education, training, and experience that provides the required knowledge and skills.
- Some hands-on experience with network systems, maintenance, or support—through internships, coursework, freelance projects, or entry-level employment.
- Must pass a criminal background check and meet any County-specific employment eligibility standards.

### **Essential Physical Abilities**

***Essential Physical Abilities:***

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to crawl, stand, kneel, stoop, crouch, and use hands to handle, or feel.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform database procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form.

***Working Conditions:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is an office environment and working with computers throughout the County system.
- The noise level in the work environment is usually moderate.

Accepted -Board of County Commissioners

Date Stamp

October, 2025



## New Position (FTE) Request Form

This form is designed to assist you in describing the new position you are requesting and the justification for creating the new position. As the user department and knowledgeable of the position, it is important that the needs for the duties and responsibilities of the position are outlined in the following form.

1. Department/Management completes this form to request creation of a new position.
2. Attach an updated org chart to this form that reflects the reporting line for this new position.
3. Submit all documents to Human Resources. HR will then submit the form to Finance for budgetary approval, to the Hay Committee for grading, and to the BOCC for final approval.

<b>Department Name</b>	<b>Division: (i.e., Sheriff's Civil)</b>
Information Technology	Web Development

<b>Contact Information</b>	Name: Larry P. Ziler	Email: lziler@yellowstonecountymt.gov
	Title: IT Director	Phone: 406-254-7918

### 1. PROPOSED POSITION DETAILS

Suggested Working Title	Supervisor Name and Title	Position Type Contact HR w/Questions
Database Engineer	Jamie Dubree – Web Development Administrator	<input type="checkbox"/> CBA _____ <input type="checkbox"/> Non-Union <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Appointment Type	Full-Time Equivalency
<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-time <input type="checkbox"/> Other: explain _____	Hours Per Week: <u>40</u> (40 Max) FTE: _____

**Position Purpose:** State in one or two sentences the primary purpose of the proposed position.

Primary purpose of this position is to create, maintain, and improve the various County database systems utilized by existing third-party applications, in-house applications, and websites.

**Background:** The principal purpose or function of the requested new position.

A. Provide background detail as to why an additional position is needed. (i.e., changes to law, changes in work demand, department reorganization, etc.)

*IT is looking to restructure the department to provide more resources dedicated to the development and maintenance of in-house created applications. We are looking to increase the duties of existing database coordinator to Web Development Administrator. This opens the database role, with lesser responsibilities, on the Development team. We currently have an IT Engineer who previously held the database role until she left County employment and assumed a new role when she returned.*

B. What will the position do? Please provide a detailed description of the position's duties and responsibilities, the estimated percentage of time spent in each, and any prerequisites necessary to perform the essential functions of this new position.

*Responsible for database development and database support to Yellowstone County by conducting database needs assessments, creating new database systems, maintaining existing database systems; ensuring the integrity of database systems; and resolving solutions for the integration of database systems; does related duties as required.*

C. Are these duties and responsibilities currently being performed in the department? ☒ YES ☐ NO

If yes, provide the position title, classification code and grade for the position already performing these duties.

Position title: Database Coordinator

Class Code: I

Grade

D. What alternatives were considered? Please provide a description of alternative solutions considered before deciding on a new position, (i.e. changed to process, redistribution of work) and why the new position is considered the best solution.

*Other option considered over the department restructure is to maintain status quo of positions assignments and hire a new IT Web Developer to replace the recently vacated position.*

E. Provide a department organizational chart showing how this new position will fit into the current department structure.

Attached Organizational chart? ☒ YES ☐ NO If no, please explain. \_\_\_\_\_

**2. POSITION JUSTIFICATION:** If approved, what impact would it have on your department and County business? What are the additional benefits for the taxpayers to have this new position?

*Creation of this new roll will increase IT's ability to develop in-house applications for various departments rather than purchasing applications from third-parties. In-house applications can be much more cost effective and customizable to our specific needs over off-the-shelf, third-party products. There are currently several opportunities for the creation of custom in-house applications that could save the County significant money.*

**3. ADDITIONAL COMMENTS or ATTACHMENTS:**

Creation of this position is part of an overall IT reorganization that includes creation of two additional, new, entry tier roles, the elimination of the IT Web Developer role, and the reassignment of existing IT personnel to better suit employee skills and development. The reorganization results in the same overall number of IT staff and the hiring of only a new IT Support Specialist (Class E - \$51K annual) rather than a new IT Web Developer (Class G - \$58K Annual). The goal is to reduce overall IT salary costs by \$3,200 for the fiscal year while still providing pay increases for the adjusted roles.

**4. DEPARTMENT APPROVAL:**

I have reviewed and approve the contents of this new position description. I find the information provided is accurate and complete.

Elected Official/Department Head Signature

Date:

**5. HUMAN RESOURCES REVIEW AND RECOMMENDATIONS:**



Human Resources has reviewed the new position request and is recommending:	
<input type="checkbox"/> A current job classification exists within the Yellowstone County position classification system that is an appropriate job classification for the newly requested position based on the essential duties and responsibilities provided: Classification title and Code: _____	
<input type="checkbox"/> A new job classification is necessary as there is not an existing job classification that adequately depicts the essential functions of the newly requested position. Please be aware that all new job classifications must be rated by the Hay Classification Committee and approved by the BOCC .	
Human Resource Director Signature	Date:
<b>6. HAY COMMITTEE REVIEW AND RECOMMENDATIONS:</b>	
Proposed Grade:	Approved Grade: <input type="checkbox"/> YES <input type="checkbox"/> NO If "No", recommended grade:
Date:	
<b>7. FINANCE REVIEW:</b>	
Department:	Fund Number:
Will this be newly funded or will funds be redistributed within the current budget?	<input type="checkbox"/> New Budget <input type="checkbox"/> Redistributed
If position elimination, please provide position number & budgeted salary.	Class code # _____ Salary _____
Will this position be funded by a grant?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If funded by a grant, when does the grant expire.	Date:
<input type="checkbox"/> There is sufficient funding within the current department budget to fund this new position. <input type="checkbox"/> New funding is needed to fund this new position.	
Finance Director Signature	Date:
<b>8. BOCC APPROVAL:</b>	Date:
Chair Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove
Member Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove
Member Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove

Final step: Board Clerk will route copies to Human Resources, Finance and Originating Department.



## New Position (FTE) Request Form

This form is designed to assist you in describing the new position you are requesting and the justification for creating the new position. As the user department and knowledgeable of the position, it is important that the needs for the duties and responsibilities of the position are outlined in the following form.

1. Department/Management completes this form to request creation of a new position.
2. Attach an updated org chart to this form that reflects the reporting line for this new position.
3. Submit all documents to Human Resources. HR will then submit the form to Finance for budgetary approval, to the Hay Committee for grading, and to the BOCC for final approval.

<b>Department Name</b>	<b>Division: (i.e., Sheriff's Civil)</b>
Information Technology	Network & Systems

<b>Contact Information</b>	Name: Larry P. Ziler	Email: lziler@yellowstonecountymt.gov
	Title: IT Director	Phone: 406-254-7918

### 1. PROPOSED POSITION DETAILS

Suggested Working Title	Supervisor Name and Title	Position Type Contact HR w/Questions
Network Systems Specialist	Jenna Masters – Network Systems Admin	<input type="checkbox"/> CBA _____ <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Appointment Type	Full-Time Equivalency
<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-time <input type="checkbox"/> Other: explain _____	Hours Per Week: <u>40</u> (40 Max) FTE: _____

**Position Purpose:** State in one or two sentences the primary purpose of the proposed position.

The purpose of this position is to assist in the maintenance and development of County networks and systems.

**Background:** The principal purpose or function of the requested new position.

A. Provide background detail as to why an additional position is needed. (i.e., changes to law, changes in work demand, department reorganization, etc.)

*IT is looking to restructure the department to provide more resources dedicated to the development and maintenance of in-house created applications. We currently anticipate moving one of the existing IT Engineers into the Web Development team, leaving an opening in the Network Systems team. We currently have a Senior IT Support Specialist, Jerrod Montelongo, with great technical skills in the network systems area, and would be a good fit to this team. This role would be a good transitional role as he is not experienced enough for the IT Engineer position at this time.*

B. What will the position do? Please provide a detailed description of the position's duties and responsibilities, the estimated percentage of time spent in each, and any prerequisites necessary to perform the essential functions of this new position.

C. Are these duties and responsibilities currently being performed in the department? ☒ YES ☐ NO  
If yes, provide the position title, classification code and grade for the position already performing these duties.

Position title: IT Engineer

Class Code: H

Grade

D. What alternatives were considered? Please provide a description of alternative solutions considered before deciding on a new position, (i.e. changed to process, redistribution of work) and why the new position is considered the best solution.  
*Other option considered are to hire for the IT Engineer role rather than promoting from within. This option was discounted as I believe the county would benefit greatly from further developing the skills of existing team members.*

E. Provide a department organizational chart showing how this new position will fit into the current department structure.

Attached Organizational chart? ☒ YES ☐ NO If no, please explain. \_\_\_\_\_

**2. POSITION JUSTIFICATION:** If approved, what impact would it have on your department and County business? What are the additional benefits for the taxpayers to have this new position?

*Creation of this role will allow IT to continue to develop the skills of our existing staff members by providing them with opportunities for career growth, skill development, mentoring, and challenges. Ultimately, this should improve the retention of skilled staff and demonstrate the County's commitment to our employees.*

**3. ADDITIONAL COMMENTS or ATTACHMENTS:**

*Creation of this new roll will increase IT's ability to develop in-house applications for various departments rather than purchasing applications from third-parties. In-house applications can be much more cost effective and customizable to our specific needs over off-the-shelf, third-party products. There are currently several opportunities for the creation of custom in-house applications that could save the County significant money.*

**4. DEPARTMENT APPROVAL:**

I have reviewed and approve the contents of this new position description. I find the information provided is accurate and complete.

Elected Official/Department Head Signature

Date:

**5. HUMAN RESOURCES REVIEW AND RECOMMENDATIONS:**

Human Resources has reviewed the new position request and is recommending:	
<input type="checkbox"/> A current job classification exists within the Yellowstone County position classification system that is an appropriate job classification for the newly requested position based on the essential duties and responsibilities provided: Classification title and Code: _____	
<input type="checkbox"/> A new job classification is necessary as there is not an existing job classification that adequately depicts the essential functions of the newly requested position. Please be aware that all new job classifications must be rated by the Hay Classification Committee and approved by the BOCC .	
Human Resource Director Signature	Date:
<b>6. HAY COMMITTEE REVIEW AND RECOMMENDATIONS:</b>	
Proposed Grade:	Approved Grade: <input type="checkbox"/> YES <input type="checkbox"/> NO If "No", recommended grade:
Date:	
<b>7. FINANCE REVIEW:</b>	
Department:	Fund Number:
Will this be newly funded or will funds be redistributed within the current budget?	<input type="checkbox"/> New Budget <input type="checkbox"/> Redistributed
If position elimination, please provide position number & budgeted salary.	Class code # _____ Salary _____
Will this position be funded by a grant?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If funded by a grant, when does the grant expire.	Date:
<input type="checkbox"/> There is sufficient funding within the current department budget to fund this new position. <input type="checkbox"/> New funding is needed to fund this new position.	
Finance Director Signature	Date:
<b>8. BOCC APPROVAL:</b>	Date:
Chair Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove
Member Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove
Member Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove

Final step: Board Clerk will route copies to Human Resources, Finance and Originating Department.



## New Position (FTE) Request Form

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1. Department/Management completes this form to request creation of a new position.
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3. Submit all documents to Human Resources. HR will then submit the form to Finance for budgetary approval, to the Hay Committee for grading, and to the BOCC for final approval.

<b>Department Name</b>	<b>Division: (i.e., Sheriff's Civil)</b>
Information Technology	Web Development

<b>Contact Information</b>	Name: Larry P. Ziler	Email: lziler@yellowstonecountymt.gov
	Title: IT Director	Phone: 406-254-7918

### 1. PROPOSED POSITION DETAILS

Suggested Working Title	Supervisor Name and Title	Position Type Contact HR w/Questions
Web Development Administrator	Larry Ziler – IT Director	<input type="checkbox"/> CBA _____ <input type="checkbox"/> Non-Union <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Appointment Type	Full-Time Equivalency
<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-time <input type="checkbox"/> Other: explain _____	Hours Per Week: <u>40</u> (40 Max) FTE: _____

**Position Purpose:** State in one or two sentences the primary purpose of the proposed position.

The purpose of this position is to lead a team of developers responsible for the development and maintenance of the County website and in-house applications. This position is part of an overall department reorganization that will increase the development team to three members while also reducing IT Payroll.

**Background:** The principal purpose or function of the requested new position.

A. Provide background detail as to why an additional position is needed. (i.e., changes to law, changes in work demand, department reorganization, etc.)

*IT is looking to restructure the department to provide more resources dedicated to the development and maintenance of in-house created applications. This position is needed to provide structure and leadership for the development team. It is necessary to have someone actively engaged in the day-to-day operations and priority of the members of this team to ensure they align with the County IT Strategic Plan.*

B. What will the position do? Please provide a detailed description of the position's duties and responsibilities, the estimated percentage of time spent in each, and any prerequisites necessary to perform the essential functions of this new position.

*The Web Development Administrator leads a team of developers responsible for the design, development, deployment, and maintenance of the county's internal and public-facing websites, web applications, and digital services. This role ensures that all web platforms are secure, accessible, user-friendly, and aligned with the county's branding and communication standards. The administrator collaborates with internal departments to translate operational needs into functional web solutions, manages content workflows, and oversees the integration of third-party systems and APIs. Key responsibilities include implementing responsive design principles, optimizing site performance, and ensuring compliance with accessibility and cybersecurity standards. The Web Development Administrator also plays a strategic role in modernizing digital services, enhancing citizen engagement, and supporting transparency through effective online communication.*

C. Are these duties and responsibilities currently being performed in the department? ☒ YES ☐ NO

If yes, provide the position title, classification code and grade for the position already performing these duties.

Database Coordinator & Web Developer	I and G	
Position title	Class Code	Grade

D. What alternatives were considered? Please provide a description of alternative solutions considered before deciding on a new position, (i.e. changed to process, redistribution of work) and why the new position is considered the best solution.

*Other option considered over the department restructure is to maintain status quo of positions assignments and hire a new IT Web Developer to replace the recently vacated position.*

E. Provide a department organizational chart showing how this new position will fit into the current department structure.

Attached Organizational chart? ☒ YES ☐ NO If no, please explain. \_\_\_\_\_

**2. POSITION JUSTIFICATION:** If approved, what impact would it have on your department and County business? What are the additional benefits for the taxpayers to have this new position?

*Creation of this new roll will increase IT's ability to develop in-house applications for various departments rather than purchasing applications from third-parties. In-house applications can be much more cost effective and customizable to our specific needs over off-the-shelf, third-party products. There are currently several opportunities for the creation of custom applications that could save the County anywhere from \$8K to \$40K annual over third-party applications.*

**3. ADDITIONAL COMMENTS or ATTACHMENTS:**

Creation of this position is part of an overall IT reorganization that includes creation of two additional, new, entry tier roles, the elimination of the IT Web Developer role, and the reassignment of existing IT personnel to better suit employee skills and development. The reorganization results in the same overall number of IT staff and the hiring of only a new IT Support Specialist (Class E - \$51K annual) rather than a new IT Web Developer (Class G - \$58K Annual). Ultimately, I anticipate reducing salary by \$3,200 for the fiscal year while still provide pay increases for the adjusted roles.

**4. DEPARTMENT APPROVAL:**

I have reviewed and approve the contents of this new position description. I find the information provided is accurate and complete.

Elected Official/Department Head Signature

Date:

<b>5. HUMAN RESOURCES REVIEW AND RECOMMENDATIONS:</b>			
Human Resources has reviewed the new position request and is recommending:			
<input type="checkbox"/> A current job classification exists within the Yellowstone County position classification system that is an appropriate job classification for the newly requested position based on the essential duties and responsibilities provided: Classification title and Code: _____			
<input type="checkbox"/> A new job classification is necessary as there is not an existing job classification that adequately depicts the essential functions of the newly requested position. Please be aware that all new job classifications must be rated by the Hay Classification Committee and approved by the BOCC .			
Human Resource Director Signature		Date:	
<b>6. HAY COMMITTEE REVIEW AND RECOMMENDATIONS:</b>			
Proposed Grade:	Approved Grade: <input type="checkbox"/> YES <input type="checkbox"/> NO If "No", recommended grade:		
Date:			
<b>7. FINANCE REVIEW:</b>			
Department:	Fund Number:		
Will this be newly funded or will funds be redistributed within the current budget?	<input type="checkbox"/> New Budget <input type="checkbox"/> Redistributed		
If position elimination, please provide position number & budgeted salary.	Class code # _____ Salary _____		
Will this position be funded by a grant?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If funded by a grant, when does the grant expire.	Date:		
<input type="checkbox"/> There is sufficient funding within the current department budget to fund this new position. <input type="checkbox"/> New funding is needed to fund this new position.			
Finance Director Signature		Date:	
<b>8. BOCC APPROVAL:</b>	Date:		
Chair Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove		
Member Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove		
Member Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove		

Final step: Board Clerk will route copies to Human Resources, Finance and Originating Department.



## New Position (FTE) Request Form

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<b>Department Name</b>	<b>Division: (i.e., Sheriff's Civil)</b>
Information Technology	Web Development

<b>Contact Information</b>	Name: Larry P. Ziler	Email: lziler@yellowstonecountymt.gov
	Title: IT Director	Phone: 406-254-7918

### 1. PROPOSED POSITION DETAILS

Suggested Working Title	Supervisor Name and Title	Position Type Contact HR w/Questions
Web Development Specialist	Jamie Debree – Web Development Administrator	<input type="checkbox"/> CBA _____ <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Appointment Type	Full-Time Equivalency
<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-time <input type="checkbox"/> Other: explain _____	Hours Per Week: <u>40</u> (40 Max) FTE: _____

**Position Purpose:** State in one or two sentences the primary purpose of the proposed position.

The purpose of this position is to assist in the maintenance and development of in-house applications and websites for the County. This position is needed to increase the size of the development team to avoid delays due to absences, extended leave, or vacant positions.

**Background:** The principal purpose or function of the requested new position.

A. Provide background detail as to why an additional position is needed. (i.e., changes to law, changes in work demand, department reorganization, etc.)

*IT is looking to restructure the department to provide more resources dedicated to the development and maintenance of in-house created applications. This position is needed to additional resources for the development team to successfully maintain existing systems and continue development of new systems.*



B. What will the position do? Please provide a detailed description of the position's duties and responsibilities, the estimated percentage of time spent in each, and any prerequisites necessary to perform the essential functions of this new position.

*The Web Development Specialist is responsible for supporting the design, development, and maintenance of web-based applications and digital services access to County resources. This entry-level role works under the guidance of the Web Development Administrator to implement user-friendly, secure, and accessible websites and web apps that align with County standards and branding. The specialist collaborates with internal departments to gather requirements and deliver web solutions that improve operational efficiency and citizen engagement. This position offers a hands-on opportunity to grow technical skills in a collaborative environment while contributing to the modernization of County services.*

C. Are these duties and responsibilities currently being performed in the department? ☐ YES ☒ NO

If yes, provide the position title, classification code and grade for the position already performing these duties.

Position title

Class Code

Grade

D. What alternatives were considered? Please provide a description of alternative solutions considered before deciding on a new position, (i.e. changed to process, redistribution of work) and why the new position is considered the best solution.

*Other option considered over the department restructure is to maintain status quo of positions assignments and hire a new IT Web Developer to replace the recently vacated position.*

E. Provide a department organizational chart showing how this new position will fit into the current department structure.

Attached Organizational chart? ☒ YES ☐ NO If no, please explain. \_\_\_\_\_

**2. POSITION JUSTIFICATION:** If approved, what impact would it have on your department and County business? What are the additional benefits for the taxpayers to have this new position?

*Creation of this new roll will increase IT's ability to develop in-house applications for various departments rather than purchasing applications from third-parties. In-house applications can be much more cost effective and customizable to our specific needs over off-the-shelf, third-party products. There are currently several opportunities for the creation of custom in-house applications that could save the County significant money.*

**3. ADDITIONAL COMMENTS or ATTACHMENTS:**

Creation of this position is part of an overall IT reorganization that includes creation of two additional, new, entry tier roles, the elimination of the IT Web Developer role, and the reassignment of existing IT personnel to better suit employee skills and development. The reorganization results in the same overall number of IT staff and the hiring of only a new IT Support Specialist (Class E - \$51K annual) rather than a new IT Web Developer (Class G - \$58K Annual). The goal is to reduce overall IT salary costs by \$3,200 for the fiscal year while still providing pay increases for the adjusted roles.

**4. DEPARTMENT APPROVAL:**

I have reviewed and approve the contents of this new position description. I find the information provided is accurate and complete.

Elected Official/Department Head Signature

Date:

**5. HUMAN RESOURCES REVIEW AND RECOMMENDATIONS:**

Human Resources has reviewed the new position request and is recommending:	
<input type="checkbox"/> A current job classification exists within the Yellowstone County position classification system that is an appropriate job classification for the newly requested position based on the essential duties and responsibilities provided: Classification title and Code: _____	
<input type="checkbox"/> A new job classification is necessary as there is not an existing job classification that adequately depicts the essential functions of the newly requested position. Please be aware that all new job classifications must be rated by the Hay Classification Committee and approved by the BOCC .	
Human Resource Director Signature	Date:
<b>6. HAY COMMITTEE REVIEW AND RECOMMENDATIONS:</b>	
Proposed Grade:	Approved Grade: <input type="checkbox"/> YES <input type="checkbox"/> NO If "No", recommended grade:
Date:	
<b>7. FINANCE REVIEW:</b>	
Department:	Fund Number:
Will this be newly funded or will funds be redistributed within the current budget?	<input type="checkbox"/> New Budget <input type="checkbox"/> Redistributed
If position elimination, please provide position number & budgeted salary.	Class code # _____ Salary _____
Will this position be funded by a grant?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If funded by a grant, when does the grant expire.	Date:
<input type="checkbox"/> There is sufficient funding within the current department budget to fund this new position. <input type="checkbox"/> New funding is needed to fund this new position.	
Finance Director Signature	Date:
<b>8. BOCC APPROVAL:</b>	Date:
Chair Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove
Member Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove
Member Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove

Final step: Board Clerk will route copies to Human Resources, Finance and Originating Department.

# Yellowstone County

## Class Specification

<b>Class Title</b>	<b>Web Development Administrator</b>
<b>Class Code Number</b>	
<b>Grade</b>	<b>H</b>
<b>FLSA</b>	
<b>EEO Function</b>	
<b>EEO Category</b>	
<b>Date</b>	<b>October 2025</b>

### Job Summary

The Web Development Administrator is responsible for the design, development, deployment, and maintenance of the county's internal and public-facing websites, web applications, and digital services. This role ensures that all web platforms are secure, accessible, user-friendly, and aligned with the county's branding and communication standards. The administrator collaborates with internal departments to translate operational needs into functional web solutions, manages content workflows, and oversees the integration of third-party systems and APIs.

Key responsibilities include implementing responsive design principles, optimizing site performance, and ensuring compliance with accessibility and cybersecurity standards. The Web Development Administrator also plays a strategic role in modernizing digital services, enhancing citizen engagement, and supporting transparency through effective online communication.

### Distinguishing Class Features

The Web Development Administrator is a specialized leadership position focused exclusively on the design, development, and maintenance of web-based platforms and services for the county. Unlike general IT support or infrastructure roles, this position centers on delivering secure, accessible, and user-friendly digital experiences to both internal departments and the public. It serves as the primary liaison for web-related needs across departments, translating operational requirements into functional online solutions. The role requires advanced proficiency in front-end and back-end development, oversight of third-party system integrations, and a strategic approach to public engagement through digital services. Operating with a high degree of autonomy, the Web Development Administrator ensures compliance with accessibility, cybersecurity, and branding standards, and plays a key role in modernizing the county's digital presence.

### Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)*

- ❑ Collaborates with the IT Director to define projects and goals for the Development Team.
- ❑ Coordinates the workloads of the Development Team and acts as project manager to ensure the projects and goals of the team are completed effectively and on time.
- ❑ Coordinates the design, implementation, and management of all county websites.
- ❑ Coordinates efforts to properly document details of all systems built in-house.
- ❑ Configures and manages the web application firewall.
- ❑ Works with the development team to develop web applications and automated processes for county departments as needed.

- ❑ Serves as the backup to team members as needed.
- ❑ Responsible for the overall health of all county websites and in-house applications

## Required Knowledge and Abilities

### *Knowledge and understanding of:*

- ❑ Web Development Languages and Frameworks
- ❑ Proficiency in HTML, CSS, JavaScript, and modern frameworks such as React, Angular, or Vue.js. Familiarity with server-side languages like PHP, Python, or ASP.NET is also valuable.
- ❑ Web Application Architecture
- ❑ Understanding of how web applications are structured, including client-server models, RESTful APIs, and database integration.
- ❑ Security Best Practices
- ❑ Knowledge of web security principles including input validation, authentication, authorization, encryption, and protection against common vulnerabilities (e.g., XSS, CSRF, SQL injection).
- ❑ Accessibility Standards
- ❑ Familiarity with WCAG guidelines and ADA compliance to ensure web content is accessible to all users, including those with disabilities.
- ❑ Responsive and Adaptive Design
- ❑ Ability to create web interfaces that function seamlessly across devices and screen sizes using mobile-first and responsive design principles.
- ❑ Performance Optimization
- ❑ Techniques for improving page load speed, minimizing resource usage, and optimizing user experience through caching, compression, and efficient coding.
- ❑ Cross-Browser and Cross-Platform Compatibility
- ❑ Understanding of how different browsers and operating systems render content and how to ensure consistent behavior.
- ❑ Version Control and Deployment Tools
- ❑ Experience with Git and CI/CD pipelines for managing code changes, testing, and deploying updates to production environments.
- ❑ Integration with External Systems
- ❑ Ability to connect web platforms with third-party services, APIs, and internal databases to support dynamic content and workflows.
- ❑ Government Standards and Branding
- ❑ Awareness of public sector requirements for transparency, usability, and official branding, including how to reflect county identity in digital services

### *Skill to:*

- ❑ Communicate effectively in both oral and written form;
- ❑ Work with third party software developers to provide and coordinate user support and integration with existing county applications;
- ❑ Ability to work in a team environment.

### *Ability to:*

- ❑ Perform application programming;
- ❑ Establish and maintain accurate records and files and prepare reports;
- ❑ Work independently with minimal supervision.
- ❑ Lead a team of developers and engineers.

## Reporting Relationships

### ***Decision-making Authority:***

This position reports to the Information Technology Director. The position directly supervises the Database Engineer and Development Specialist and provides training and assistance within the IT Department and throughout the County.

## Minimum Qualifications

### ***Education/Experience/Training:***

- Associate degree in Computer Science, Web Development, Information Technology, or a closely related field. Equivalent combination of education and experience may be considered.
- At least two (2) years of professional experience in web development, web administration, or related technical roles involving website design, coding, and maintenance.
- Demonstrated knowledge of HTML, CSS, JavaScript, and at least one server-side language (e.g., PHP, Python, VBScript, C#). Familiarity with responsive design principles and cross-browser compatibility.
- Understanding of web security best practices and accessibility standards (e.g., WCAG, ADA compliance).
- Ability to work effectively with non-technical stakeholders to gather requirements, explain technical concepts, and deliver user-friendly web solutions.
- Proven ability to troubleshoot web-related issues, manage multiple projects, and work independently with minimal supervision.

## Essential Physical Abilities

### ***Essential Physical Abilities:***

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to crawl, stand, kneel, stoop, crouch, and use hands to handle, or feel;
- The employee must occasionally lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform database procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form.

### ***Working Conditions:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is an office environment and working with computers throughout the County system;
- The noise level in the work environment is usually moderate.

# Yellowstone County

## Class Specification

<b>Class Title</b>	<b>Web Development Specialist</b>
<b>Class Code Number</b>	<b>1080</b>
<b>Grade</b>	<b>E</b>
<b>FLSA</b>	<b>Non-Exempt</b>
<b>EEO Function</b>	<b>Financial Administration (1)</b>
<b>EEO Category</b>	<b>Technician (3)</b>
<b>Date</b>	<b>October 2025</b>

### Job Summary

The Web Development Specialist is responsible for supporting the design, development, and maintenance of web-based applications and digital services access to County resources. This entry-level role works under the guidance of the Web Development Administrator to implement user-friendly, secure, and accessible websites and web apps that align with County standards and branding. The specialist collaborates with internal departments to gather requirements and deliver web solutions that improve operational efficiency and citizen engagement. This position offers a hands-on opportunity to grow technical skills in a collaborative environment while contributing to the modernization of County services.

### Distinguishing Class Features

The Web Development Specialist (Entry Level) demonstrates foundational technical proficiency in HTML, CSS, JavaScript, and basic web frameworks, contributing to responsive design and content updates across County platforms. The specialist works in thrives in collaborative development environments, participating in code reviews, documentation, and cross-departmental coordination to deliver effective web solutions.

### Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)*

- ❑ Maintain and update County websites and web applications to ensure accurate content, consistent branding, and optimal performance.
- ❑ Assist in developing user interfaces using HTML, CSS, JavaScript, and related technologies to ensure responsive and accessible design across devices.
- ❑ Support integration of databases, APIs, and server-side components under supervision, contributing to dynamic and data-driven web functionality.
- ❑ Perform routine tasks within CMS platforms (e.g., WordPress, Drupal), including page creation, plugin updates, and layout adjustments.
- ❑ Help ensure web content meets ADA accessibility standards and complies with County, state, and federal regulations.
- ❑ Identify and report website bugs, broken links, and performance issues. Assist in resolving technical problems in collaboration with senior staff.

- ❑ Contribute to technical documentation, change logs, and internal guides for web systems and processes.
- ❑ Work with internal departments to gather requirements, test features, and implement updates that support public service delivery.
- ❑ Follow established protocols for data protection, user privacy, and secure coding practices.
- ❑ Participate in training, workshops, and mentorship opportunities to build technical skills and stay current with web development trends.

## **Required Knowledge and Abilities**

### ***Knowledge and understanding of:***

- ❑ Understanding of core web development languages including HTML, CSS, and JavaScript, with familiarity in responsive design principles and browser compatibility.
- ❑ Basic knowledge of CMS platforms such as WordPress, Drupal, or similar systems used to manage and publish web content.
- ❑ Awareness of usability principles, intuitive navigation, and mobile-first design strategies to support citizen-facing services.
- ❑ Introductory understanding of secure coding practices, data privacy considerations, and common web vulnerabilities (e.g., cross-site scripting, SQL injection).
- ❑ Exposure to tools like Git for tracking changes, collaborating on code, and maintaining development workflows.
- ❑ General understanding of how websites are hosted, domain management, and DNS configuration.
- ❑ Ability to identify and troubleshoot basic web issues, such as broken links, layout inconsistencies, or script errors.
- ❑ Clear written and verbal communication skills for documenting processes, reporting issues, and collaborating with internal departments.

### ***Skill to:***

- ❑ Analytical skills to identify, diagnose, and resolve front-end and back-end issues efficiently.
- ❑ Strong interpersonal skills for working with internal departments, gathering requirements, and presenting solutions clearly.
- ❑ Ability to prioritize tasks, meet deadlines, and manage multiple web requests or updates simultaneously.
- ❑ Willingness to learn new technologies, frameworks, and best practices in a dynamic IT environment.

## **Reporting Relationships**

### ***Decision- making Authority:***

This position reports to the Web & Development Administrator. The position holder does not directly supervise other positions but does provide training and assistance within the IT Department and throughout the County.

## Minimum Qualifications

### ***Education/Experience/Training:***

- Associate degree in Computer Science, Web Development, Information Technology, or a closely related field. Equivalent combination of education and experience may be considered.
- OR –
- Equivalent combination of education, training, and experience that provides the required knowledge and skills.
- Some hands-on experience with website development, maintenance, or support—through internships, coursework, freelance projects, or entry-level employment.
- Must pass a criminal background check and meet any County-specific employment eligibility standards.

## Essential Physical Abilities

### ***Essential Physical Abilities:***

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to crawl, stand, kneel, stoop, crouch, and use hands to handle, or feel.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform database procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form.

### ***Working Conditions:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is an office environment and working with computers throughout the County system.
- The noise level in the work environment is usually moderate.

Accepted -Board of County Commissioners

Date Stamp

December, 2025