

COMMISSIONER MEETINGS

All meetings take place in the Commissioners Conference Room (3107)
located in City Hall @ 316 North 26th Street (3rd Floor)
and are open to the public unless otherwise noted

THURSDAY - DECEMBER 18, 2025

8:45 Calendar

9:00 COMMISSIONERS DISCUSSION

PLEDGE

DEPARTMENTS

1. **Lockwood TEDD** - Water/Sewer Service Extension Project - EDA grant
2. **MetraPark** - PA Proposal
3. **Planning Department** - County Zone Change 732: a request to amend the zoning designation from Agricultural (A), which requires parcels of ten acres or more, to Rural Residential 3 (RR3), which allows parcel sizes ranging from three acres up to 9.99 acres. The request applies to Certificate of Survey (COS) 3420, Parcel 1-13, located in Section 09, Township 1 North, Range 25 East, comprising approximately 236.82 acres.
4. **IT** - IT Department Position Restructuring
5. **Sheriff's Office** - Big Horn County Adult Detention Services Agreement
6. **County Attorney** -
 - a. YCAO Management Restructure
 - b. Jail Expansion Vote
7. **Human Resources** - Kevin Gillen - Time Force Program Renewal
8. **Finance** -
 - a. Ostlund Building Update - 12/18/2025
 - b. Refuse Assessments

COMMISSIONERS

1. Board Recommendation - Kim Deal to LPSD
2. Commissioner Board Reports

PUBLIC COMMENTS ON COUNTY BUSINESS

**Public comment is an opportunity for individuals to address the Board, however, the Board cannot engage in discussion or take action on items not properly noticed on the agenda.*

CLOSED: Claim 51-25, Allen - Metra Claim

CLOSED: Personnel Matter

B.O.C.C Thursday Discussion

1.

Meeting Date: 12/18/2025

Title: Lockwood TEDD - EDA Grant

Submitted By: Anna Ullom, Senior Accountant

TOPIC:

Lockwood TEDD - Water/Sewer Service Extension Project - EDA grant

BACKGROUND:

Discuss 2 options for going forward now that the main phase is complete.

There is \$2,079,799.18 left to expend in the grant and the current contract is completed. Lockwood would like to amend the scope of work to extend the water main along North Frontage Road.

We can either go through the process of requesting a change of scope or close the grant and complete a new application.

RECOMMENDED ACTION:

Discuss.

B.O.C.C Thursday Discussion

2.

Meeting Date: 12/18/2025

Title: MetraPark PA Proposal

Submitted By: Erika Guy

TOPIC:

MetraPark - PA Proposal

BACKGROUND:

See Attached

RECOMMENDED ACTION:

Discuss

Attachments

MetraPark PA Proposal

METRAPARK PA PROPOSAL

Board of Yellowstone County Commissioners:

MetraPark does not have a formal public address system that can reach across the entire outside campus. This is both a public safety and customer service concern. Our current practice of alerting the public with bullhorns is inadequate. In addition to alerting people to threats, we will also be able to thank sponsors, announce schedules and remind patrons about special offers during the fair.

With current advances in speaker technology, we can correct this with two speakers, one mounted on the roof of the Arena and the other on the roof of Cedar Hall. These two speakers will give us coverage over the entire campus. We had this confirmed by a demonstration where a single speaker was elevated on a lift by the pond, and we were able to walk the grounds and hear it clearly all over. The reason for a second speaker is to give coverage to the upper lot.

Our plan is to mount admin phones in the Arena, Expo and Pavilion to allow access to the system from any one of the three. The admin phones can be used for pre-programmed announcements or announcements on demand, both of which we anticipate using.

Your approval to allocate funding and issue an RFP are both necessary for this project to proceed.

In terms of funding, we need your approval to reallocate the remaining amount left in the upper lot resealing budget, a little more than \$100,000.00, and to reallocate \$50,000.00 out of contingency for a total project cost of \$150,000.00. This will likely require a commitment to purchase prior to the mid-year budget, when we will formally make the request, as lead times on ordering the equipment are generally at least 16 weeks and we must also go through the RFP process as well. We would like to include the RFP for approval at the 12/23 board meeting.

Meeting Date: 12/18/2025

Title: County Zone Change 732- Tr 1-13 COS 3420 (proposed Lone Eagle North Sub)– from Ag to RR3

Submitted For: Karen Husman

Submitted By: Karen Husman

TOPIC:

Planning Department - County Zone Change 732: a request to amend the zoning designation from Agricultural (A), which requires parcels of ten acres or more, to Rural Residential 3 (RR3), which allows parcel sizes ranging from three acres up to 9.99 acres. The request applies to Certificate of Survey (COS) 3420, Parcel 1-13, located in Section 09, Township 1 North, Range 25 East, comprising approximately 236.82 acres.

BACKGROUND:

The subject property is located at the border of the county's zoning jurisdictional boundary. The broader area north of Billings consists of a mix of rural residential properties and larger agricultural tracts used primarily for dry-land farming and grazing. Adjacent zoning includes Agricultural (A) to the northeast and unzoned land within the Hiaring Subdivision to the northwest, where parcels of up to 15 acres are developed predominantly for large-lot residential use with some associated agricultural activity.

The proposed zone change is intended to support the development of a new rural residential subdivision. Under the current Agricultural zoning, residential development is limited to parcels of at least ten acres, with residential use intended as an accessory to primary agricultural activities. The subject property, located along the northwest edge of the county's zoning jurisdiction, currently consists of 13 parcels ranging from approximately 13.7 acres to around 30 acres.

The applicant proposes to reconfigure these parcels into the proposed Lone Eagle North Subdivision, to be reviewed concurrently with this zone change. The subdivision would create approximately 28 (number of lots still pending preliminary plat approval of subdivision) rural residential lots proposed with lot sizes ranging from approximately 5.61 to 9.98 acres. The proposed subdivision additionally contains private parks totaling 30.75 acres.

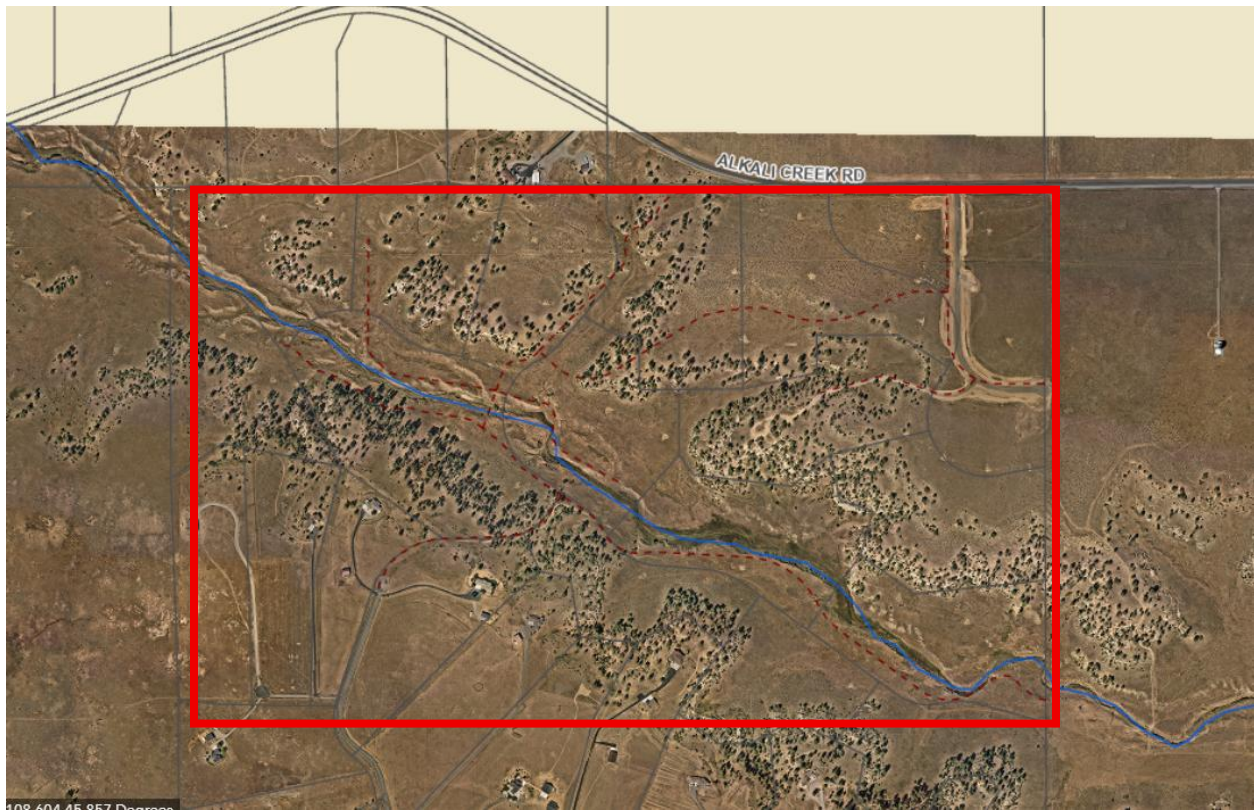
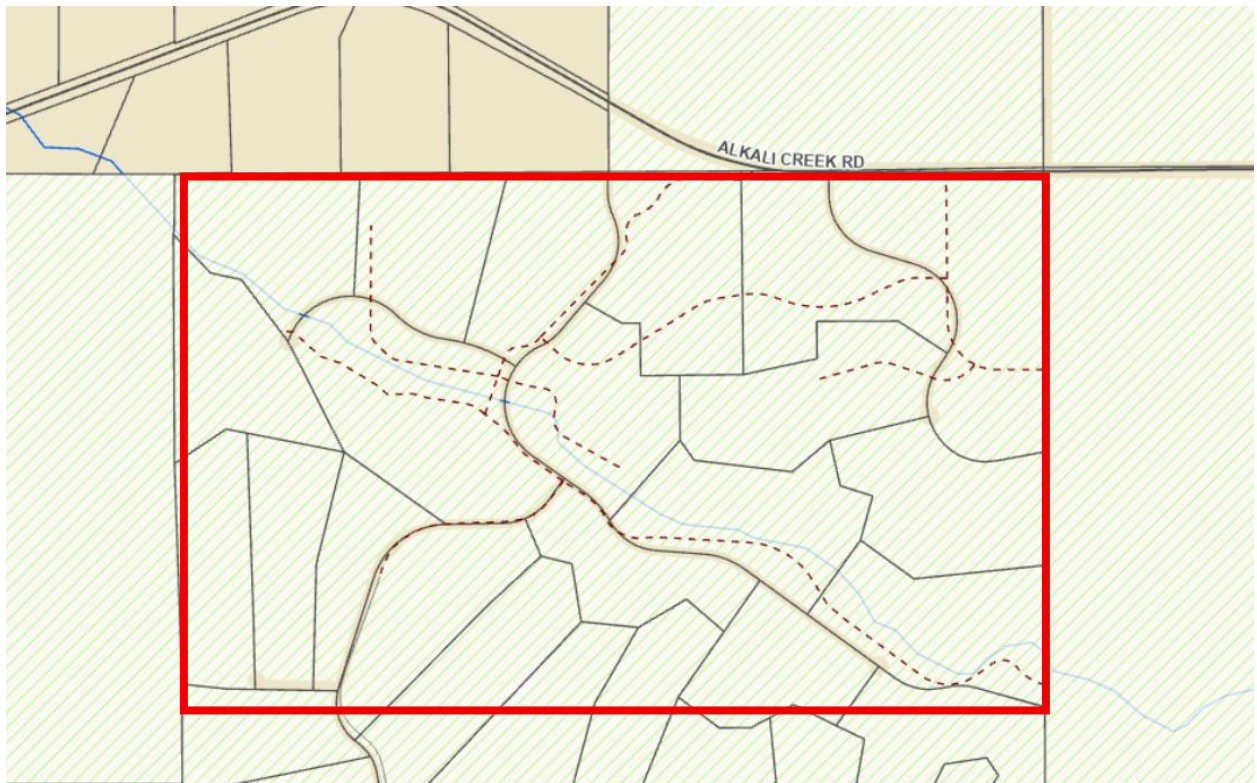
RECOMMENDED ACTION:

The Zoning Commission is recommending approval of the requested zone change and adoption of the findings of the 11 criteria for Zone Change 732.

Attachments

Zoning Map & Site Photos

Zoning Map & Site Photos





Looking South



Looking west



Looking East



Looking North

B.O.C.C Thursday Discussion

4.

Meeting Date: 12/18/2025

Title: Restructure IT Roles including new positions

Submitted For: Larry Ziler, IT Director

Submitted By: Larry Ziler, IT Director

TOPIC:

IT - IT Department Position Restructuring

BACKGROUND:

In October 2025, our Web Designer resigned. This has left us with only one person working to support the 30+ systems managed by this group. Not only is it an unmanageable workload, it leaves us very vulnerable should we lose that one individual for any reason. We have a great opportunity to expand this part of IT to not only provide backup, but to allow us to move forward with further development of in-house systems and avoid the high cost of third-party systems.

RECOMMENDED ACTION:

I am seeking initial approval from the Board to have the new positions reviewed by HR, Finance, and the Hay committee for grading. Upon completion the items will be presented to the Board for final action approval that includes the review findings from the necessary parties.

Attachments

New Position Descriptions

IT Org Structure

Yellowstone County

Class Specification

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

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

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

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.

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

Contact Information	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:
6. HAY COMMITTEE REVIEW AND RECOMMENDATIONS:	
Proposed Grade:	Approved Grade: <input type="checkbox"/> YES <input type="checkbox"/> NO If "No", recommended grade:
Date:	
7. FINANCE REVIEW:	
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:
8. BOCC APPROVAL:	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.

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

Contact Information	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:
6. HAY COMMITTEE REVIEW AND RECOMMENDATIONS:	
Proposed Grade:	Approved Grade: <input type="checkbox"/> YES <input type="checkbox"/> NO If "No", recommended grade:
Date:	
7. FINANCE REVIEW:	
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:
8. BOCC APPROVAL:	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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Department Name	Division: (i.e., Sheriff's Civil)
Information Technology	Web Development

Contact Information	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	
X 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.

<u>Database Coordinator & Web Developer</u>	<u>I and G</u>	<u></u>
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:

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:	
6. HAY COMMITTEE REVIEW AND RECOMMENDATIONS:			
Proposed Grade:	Approved Grade: <input type="checkbox"/> YES <input type="checkbox"/> NO If "No", recommended grade:		
Date:			
7. FINANCE REVIEW:			
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:	
8. BOCC APPROVAL:	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.

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

Contact Information	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:
6. HAY COMMITTEE REVIEW AND RECOMMENDATIONS:	
Proposed Grade:	Approved Grade: <input type="checkbox"/> YES <input type="checkbox"/> NO If "No", recommended grade:
Date:	
7. FINANCE REVIEW:	
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:
8. BOCC APPROVAL:	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

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

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

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

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.

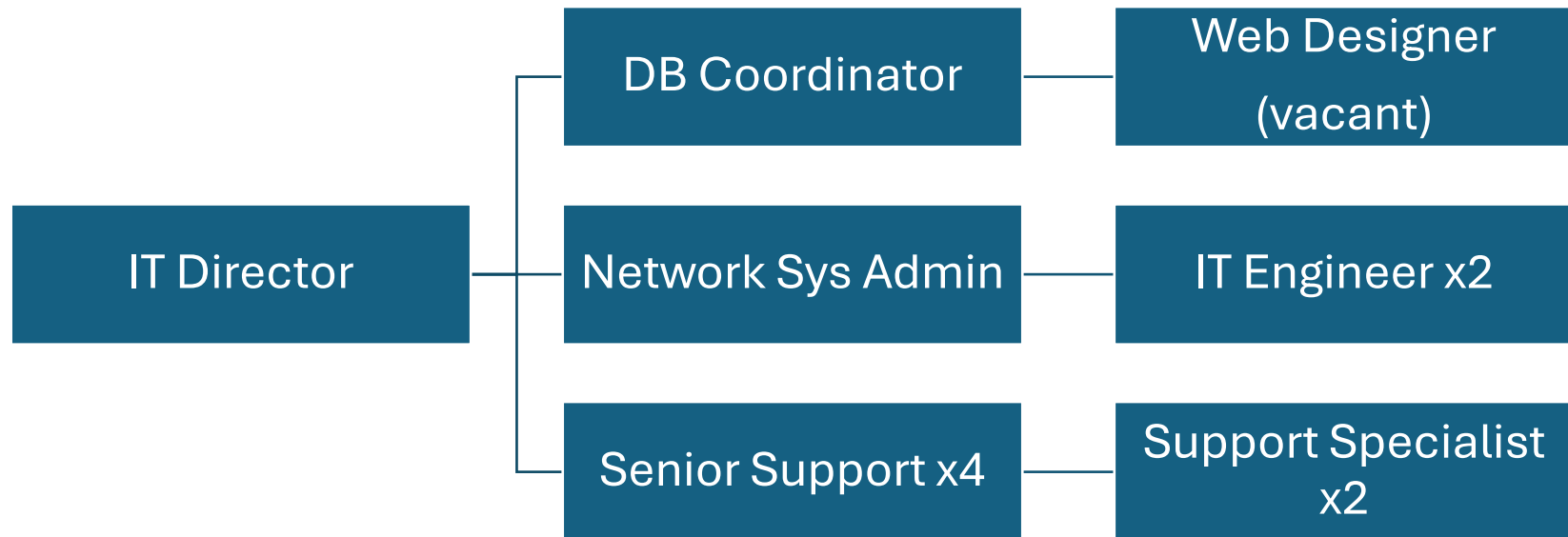
- The work environment is an office environment and working with computers throughout the County system.
- The noise level in the work environment is usually moderate.

Accepted -Board of County Commissioners

Date Stamp

December, 2025

Current IT Org Structure



Outline of Department Changes

Goal: The goal is strengthening the IT Department to better provide services to Yellowstone County. The proposal below including new roles and reassignment of roles is part of a long-term strategy to provide range of coverage to the different units within Yellowstone County IT.

I. New & Dropped IT Roles

- a. Web Development Administrator: This position works under the IT Director to lead the Development Team in building and maintaining in-house applications for Yellowstone County. Beyond leading the development team, this role will also be responsible for web design and backup to database management. This role requires additional supervisory and leadership roles that warrant a higher pay class than the Database Coordinator position. The role will be taken on by Jamie Debree, who currently serves as the Database Coordinator and has previously served as the Web Designer.
- b. Database Engineer: This position is a modification of the Database Coordinator role. The position is responsible for the development and maintenance of Yellowstone County database systems. The Engineer role does not have the team management responsibilities of the Database Coordinator so can be classed in a lower scale equivalent to a Network System Engineer. The role will be taken on by Laura Grieshop who has previously served in this capacity in Yellowstone County.
- c. Web Development Specialist: This position will be responsible for working with the Web Development Administrator and Database Engineer. This position is an entry level role that will work to develop their programming and database skills to complete tasks assigned by the Dev Administrator and act as a backup for the Database Engineer where possible. This role will be taken on by Joe Gierke. Joe has already demonstrated a strong development skill set in his first 6 months with Yellowstone County.
- d. Network System Specialist: This role will work under the direction of the Network System Administrator, Jenna Masters. There are currently two Network System Engineers, Konnie Rutherford and Laura Grieshop. Moving Laura into the Database Engineer Role there is a vacancy in the Network Systems team. Jerrod Montelongo is currently a Senior Support Specialist and is completing his degree in Network Systems. He's worked closely with the existing team in his current role and demonstrated great aptitude for the work. It is a great opportunity to promote from within by creating a mid-level role for Jerrod to continue to develop his skills and knowledge to

prepare him for the full Network System Engineer role. This role requires specialized knowledge beyond the Senior Support Specialist and warrants a higher pay class.

- e. Web Designer & Database Coordinator: These roles are being split into the three new positions identified previously. The elimination of this position and lower pay class of new roles should offset the higher pay class of other newer roles.
- f. With these changes IT will be hiring a new IT Support Specialist rather than a new Web Designer.

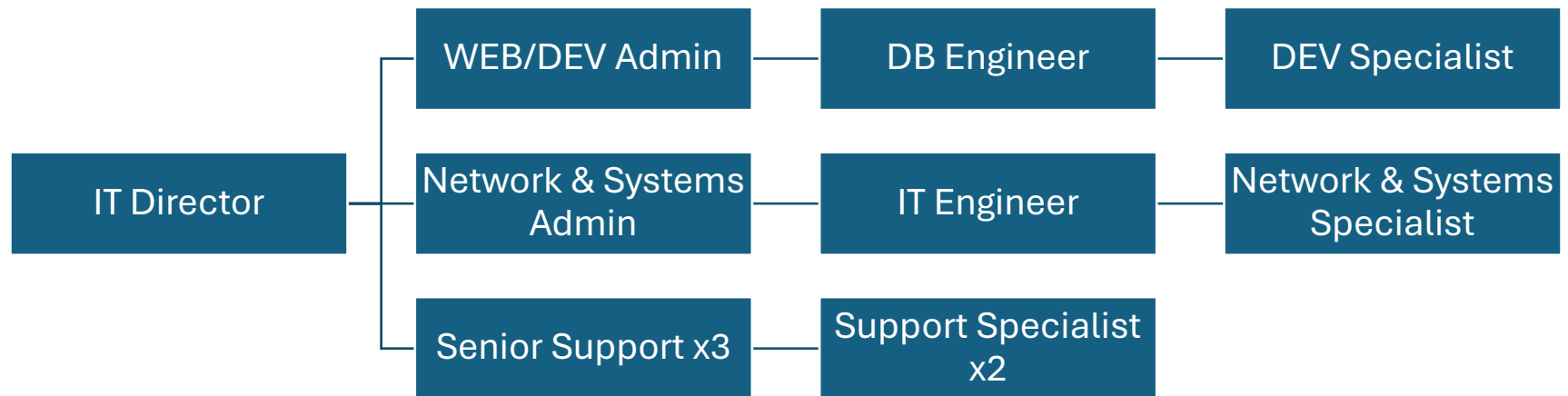
II. Need:

- a. Web Team is understaffed – Currently only one person managing 36 systems.
- b. Numerous opportunities for additional in-house app development
 - i. Contract Management System needed by Finance, Civil Attorneys, and IT. Could also be used by any department.
 - ii. Public Works asset management software looking at an annual increase of over \$13k. This could be developed and managed in-house if we're properly staffed.
- c. Staff Retention: The existence of additional roles provides staffing with a clear, long-term path for their career growth. It shows there are options to move into roles with more responsibility and better pay that is not dependent on people leaving the County Employment.

III. Cost: It is my belief these changes can be implemented in a manner that provides improved compensation for IT staff changing roles with minimal impact to 2025-2026 IT payroll.

- a. Changes (estimates)
 - i. Dropping Web Designer position: **-\$58,100**
 - ii. Database Coordinator to Web Development Admin increase estimate: +\$1,300
 - iii. Database Engineer: +\$1000
 - iv. Web Development Specialist, lateral move: \$0
 - v. Senior Support Specialist to Network System Specialist: +\$1,200
 - vi. Hiring replacement IT Support Specialist: +\$52,000
- b. Estimated Payroll change over current budget forecast: **-\$2,600**

Proposed New Stage One IT Org Structure



B.O.C.C Thursday Discussion

5.

Meeting Date: 12/18/2025

Title: Big Horn County Adult Detention Services Agreement

Submitted By: Erika Guy

TOPIC:

Sheriff's Office - Big Horn County Adult Detention Services Agreement

BACKGROUND:

NA

RECOMMENDED ACTION:

Discuss

Attachments

Big Horn County

INTERLOCAL AGREEMENT FOR ADULT DETENTION SERVICES
YELLOWSTONE COUNTY and BIG HORN COUNTY

This Interlocal Agreement (IA) is made pursuant to Title 7, Chapter 11, Part 1, Montana Code Annotated, on and executed this 11th day of December, 2025, with an EFFECTIVE DATE of January 1, 2026 between Yellowstone County, Montana, and its Sheriff's Office (collectively, "Yellowstone") with a mailing address of 217 North 27th Street Suite 312, Billings, MT 59107 and Big Horn County, Montana, Detention Center, ("Big Horn") with a mailing address of P.O. Box 908 Hardin, MT 59034.

ARTICLE I
PURPOSE

The purpose of this IA is to provide the terms and conditions for County to detain those adults under confinement after arrest and punished for criminal offenses under conditions imposed by law at the Yellowstone County Detention Center in Billings (YCDF) for a fee that both parties have determined to cover the reasonable cost of confinement pursuant to §7-32-2242(2), MCA. This Interlocal Agreement is required pursuant §7-32-2243(1), MCA.

ARTICLE II
DURATION AND TERMINATION

The duration of the IA will be twelve (12) months from the date set forth above (through December 31, 2026), subject to termination without cause by either party at any time during the agreement if preceded by a ninety (90) day written notice to the other party.

ARTICLE III
CREATION OF LEGAL ENTITY - PROPERTY

No separate legal entity is created by this Interlocal Agreement. No real or personal property will be owned jointly during the term of this IA and therefore, no agreement is necessary related to the disposition of such property.

ARTICLE IV
FINANCING, COSTS, AND BUDGET

- A. NORMAL EXPENSES. Yellowstone shall pay all costs of operation of its detention center to include food, clothing, basic routine medical care, and all other costs normally associated with actual detention of Inmates.
- B. MEDICAL EXPENSES. Pursuant to §7-32-2245, MCA, Big Horn County shall be responsible for all expenses, including any medication and medical supply expenses, associated with the medical care of any of its Inmates at the YCDF. County shall defend, indemnify, and hold Yellowstone harmless for any claim, damage, loss, expense, cost, fee, action, or charge arising out of any such medical expenses for an Inmate not caused by an act Yellowstone. Nothing herein shall be construed to waive County's rights to hold any third party, including an inmate, liable for such costs and expenses paid by County under this Clause, Article IV(B).
- C. FEES. Big Horn shall pay Yellowstone \$130.00 per day for each Inmate. The \$130.00 rate does not include medical expenses, and Big Horn County shall be responsible for medical expenses as well as the daily rate. A new billing day shall commence at 10:00 a.m. Either party may notify the other of its intent to negotiate a modification to this section of the IA by written notice. Such negotiations shall be conducted for no longer than thirty (30) days from the date of the written notice. No later than the end of the thirty-day negotiation period, the parties may modify this section in writing or give written notice to terminate in accordance with Article II above. Nothing herein shall be construed to waive County's rights to hold any third party liable for the costs provided for under this Clause, Article IV(C).
- D. PAYMENT. Medical expenses will be invoiced on a quarterly basis, and daily fees will be invoiced on a daily basis. Payment for invoices will be due thirty (30) days after receipt.

ARTICLE V
ADMINISTRATION

The Sheriff's Office of Yellowstone and the Detention Center for County shall be responsible for the day-to-day administration of the IA. The Yellowstone County Sheriff's Office shall be given all authority over and responsibility for all Inmates committed to it under this IA, subject to the policies and procedures established for the YCDF. This authority and responsibility shall begin at the time the Inmate is committed to Yellowstone County Sheriff's Office custody and terminate when the Inmate is returned to the custody of the County's Detention Center.

ARTICLE VI
OTHER NECESSARY AND PROPER MATTERS

- A. **TRANSPORTATION.** County shall be responsible for the transportation and cost of transportation of its Inmates to and from YCDF. County shall be responsible for the cost of transportation to any medical treatment for an Inmate. The Yellowstone County Sheriff's Office shall first secure the written consent of County for transportation to any medical treatment, unless such medical treatment is deemed an emergency. During an emergency, Yellowstone will provide staff to act as a temporary security for an Inmate. Yellowstone shall provide this service for a period not to exceed one and one-half hours. If an Inmate is hospitalized, the provision of security is the sole responsibility of County. At the discretion of the Yellowstone County Sheriff, security may be provided beyond the first one and one-half hour, however, all expenses shall be sole responsibility of County and billed monthly. Nothing herein shall be construed to waive County's rights to hold any third party, including an inmate, liable for such costs and expenses.
- B. **INSURANCE.** Yellowstone County carries insurance that protects against claims which may arise by virtue of an Inmate's stay in the YCDF. Yellowstone will defend, indemnify, and hold harmless County against any claim, damage, loss, expense, cost, fee, action or charge by an Inmate arising out of any malfeasance or nonfeasance of Yellowstone or its employees or agents while that Inmate was detained at YCDF or being transported by an employee or agent of Yellowstone County shall provide Yellowstone a Certificate of Insurance naming Yellowstone County and the Yellowstone County Sheriff's Office as additional insured on a primary noncontributing basis and provide proof of proper endorsements to said insurance.
- C. **RECORD KEEPING.** Yellowstone is responsible for maintaining records in accordance with Montana law for any Inmate only while in the custody of Yellowstone County Sheriff's Office.
- D. **LICENSURE - TRAINING - AUTHORITY.** Yellowstone will maintain the YCDF in compliance with YCDF policy and procedure and the Montana Jail Standards and will comply with the conditions of any license that should be required by the State of Montana. County employees shall obey YCDF policy and procedure and the Montana Jail Standards and obey the orders of YCDF facility staff while inside the YCDF. The YCDF shall be open to the inspection of a representative of County upon 24-hour notice.

ARTICLE VII GENERAL PROVISIONS

- A. **ASSIGNMENT and Authority.** No party shall assign, transfer, or convey any right or obligation set forth in this IA without the prior written consent of the other party. The undersigned represent that they have authority to enter into this IA.
- B. **COMPLETE AGREEMENT.** This IA constitutes the sole and entire agreement between the parties hereto. No other terms or conditions shall be binding upon either party unless accepted in writing. This IA supersedes any previous oral or written agreements between the parties.
- C. **APPLICABLE LAW, VENUE, AND ATTORNEYS' FEES.** This IA shall be governed by the laws of the State of Montana, and any action to enforce any right or obligation shall be brought in the Sixteenth Judicial District, Rosebud County. Each party shall be responsible for its own attorney's fees.
- D. **COMPLIANCE WITH LAW.** The parties shall comply with all applicable federal, state, and local law in performing under this IA. Without limiting the foregoing, the Parties each respectively understands that they are bound by applicable state and federal law and local ordinances. This includes, but is not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, PL 101-336, Section 504 of Rehabilitation Act of 1973, the Patient Protection and Affordable Care Act, [P.L. 111-48, 124 Stat. 119], if applicable, 18-5-401, MCA et seq. concerning the Blind Enterprise Program's vending facility rules, and Executive Order No. 12-2015 Amending and Providing For Implementation of the Montana Sage Grouse Conservation Strategy. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016, the Parties agrees that (i) the hiring of persons, if any, to perform this Agreement will be made on the basis of merit and qualifications and (ii) there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, military service or veteran status, or marital status by the persons performing this Agreement.
- E. **RETIREMENT** Each party shall be responsible for the reports and payment of retirement system contributions pursuant to Montana Code Annotated § 19-2-506 for the persons it employs.

F. **INDEPENDENT CONTRACTOR** In its performance hereunder, and in the exercise of such rights granted hereunder each party and its employees, at all times, shall act and perform as independent contractors with respect to the other party. None of the provisions of hereunder shall be deemed or interpreted, for the purpose hereunder, to create any relationships between the parties and any other persons, including, but not limited to either party's employees, other than that of independent contractors. Nothing contained hereunder shall be construed to create a relationship of employer and employee, master and servant, principal and agent, or partners or co-venturers between the parties. Without limiting the generality of the foregoing:

1. The Parties agree that Yellowstone's employees are employees of Yellowstone and County shall have no right to control or direct the details, manner or means by which services are performed. In performing services hereunder, County shall have no control over or management authority with respect to Yellowstone or its operations and services provided.
2. Yellowstone shall have responsibility for and shall ensure that there is withholding of all federal and state income taxes, workers compensation insurance unemployment insurance tax, Social Security tax and other withholding for its employees providing services hereunder.
3. Any reference to the parties herein shall include, agents, and employees of the respective parties.
4. Any person furnishing services hereunder will be employees of, or contracted to, Yellowstone.

G. **NO THIRD PARTY BENEFICIARY** This IA does not and is not intended to confer any rights or remedies upon any person(s) or entities other than the parties.

H. **NOTICES** Unless otherwise provided herein, all notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand or sent by certified mail, return receipt requested, postage prepaid, and addressed to the appropriate party at the following address or to any other person at any other address as may be designated in writing by the parties:

County: Big Horn County, Montana
ATTN: Commissioners
P.O. Box 908
Hardin, Montana 59034

Copy to: Victoria Olson
P.O. Box 908
Hardin, Montana 59034

Yellowstone: Yellowstone County, Montana
ATTN: Commissioners
P.O. Box 35000
Billings, Montana 59107

Yellowstone County Attorney's Office:

Melissa Williams
217 North 27th Street, Suite 312
Billings, Montana 59107

Notices shall be effective upon receipt.

- I. NO SHARING OF EMPLOYEES There shall be no of sharing the employment of any personnel including but not limited to a teacher or specialist under 20-4-201, a superintendent under 20-4-401, or a professional person licensed under Title 37;

This Interlocal agreement entered into as of the day first written above by:

Board of Commissioners Board of County Commissioners, Big Horn County, Montana



George Real Bird III, Presiding Officer

Lawrence Pete Big Hair, Member



Larry Vandersloot, Member

Board of Commissioners, Yellowstone County, Montana

Mark Morse, Chair

Chris White, Member

Mike Waters, Member

YELLOWSTONE COUNTY SHERIFF



Mike Linder

BIG HORN COUNTY DETENTION CENTER ADMINISTRATOR



Victoria Olson

B.O.C.C Thursday Discussion

6. a.

Meeting Date: 12/18/2025

Title: YCAO Management Restructure

Submitted For: Scott Twito

Submitted By: Amy Tolzien

TOPIC:

YCAO Management Restructure

BACKGROUND:

Restructure of management team due to upcoming vacancy.

RECOMMENDED ACTION:

Discuss

B.O.C.C Thursday Discussion

6. b.

Meeting Date: 12/18/2025

Title: Jail Expansion Vote

Submitted By: Erika Guy

TOPIC:

Jail Expansion Vote

BACKGROUND:

NA

RECOMMENDED ACTION:

Discuss

B.O.C.C Thursday Discussion

7.

Meeting Date: 12/18/2025

Title: Time Force Program Renewal

Submitted By: Teri Reitz, Board Clerk

TOPIC:

Human Resources - Kevin Gillen - Time Force Program Renewal

BACKGROUND:

N/A

RECOMMENDED ACTION:

Discuss.

B.O.C.C Thursday Discussion

8. a.

Meeting Date: 12/18/2025

Title: Ostlund Building Update - 12/18/2025

Submitted For: Matt Kessler, Purchasing Agent

Submitted By: Matt Kessler, Purchasing Agent

TOPIC:

Ostlund Building Update - 12/18/2025

BACKGROUND:

Update on the Ostlund Building construction project and timeline.

RECOMMENDED ACTION:

Discuss

B.O.C.C Thursday Discussion

8. b.

Meeting Date: 12/18/2025

Title: Refuse Assessments

Submitted For: Jennifer Jones, Finance Director

Submitted By: Anna Ullom, Senior Accountant

TOPIC:

Refuse Assessments

BACKGROUND:

Propose increasing assessments in Refuse district from \$25 to \$30 to cover City of Billings contract.

RECOMMENDED ACTION:

Discuss

B.O.C.C Thursday Discussion

1.

Meeting Date: 12/18/2025

Title: Board Recommendation

Submitted By: Erika Guy

TOPIC:

Board Recommendation - Kim Deal to LPSD

BACKGROUND:

See Attached. Recommended by the LPSD Board.

RECOMMENDED ACTION:

Discuss

Attachments

Kim Deal

**BOARD APPLICATION FORM
YELLOWSTONE COUNTY, MONTANA**

NAME: Kim Deal HOME PHONE: (406)836-0950
ADDRESS: 1847 US Highway 87 East WORK PHONE: (406)697-0309
CITY: Billings STATE: MT ZIP: 59101
BUSINESS OR JOB: Laborers Local 1686
E-MAIL ADDRESS: kimcdeal91070@gmail.com
BOARD OR COMMISSION APPLIED FOR: Lockwood Pedestrian safety district Adv.

Please describe your experience or background that you believe qualifies you for service on this Board or Commission (attach additional sheets if needed):

I have lived in Lockwood for over 7 years and am a part of the Local 1686 Laborers Union.
I have worked in the construction field for 7 years and have worked with all different types of Construction.

Why do you wish to serve on this Board or Commission?

I want to be a part of helping grow the safety for all of the people in Lockwood especially the safety of the children of Lockwood. I live right across the street from the school and see the what the needs of Lockwood are for making sure the pedestrians have safe places to walk. I want to be more involved with my community to make it a safe place for people.

Additional information that you feel is pertinent (attach additional sheets if needed):

Kim Deal
Signature

12/3/25
Date

Return application to: Board of County Commissioners
P.O. Box 35000
Billings, MT 59107-5000

===== OFFICE USE ONLY: =====

APPOINTED: YES _____ NO _____ DATE _____

TERM EXPIRATION DATE: _____

(Circle one)

ORIGINAL APPOINTMENT REAPPOINTMENT TERM NO: _____

B.O.C.C Thursday Discussion

Meeting Date: 12/18/2025

Title: CLOSED: Claim 51-25, Allen - Metra claim

Submitted For: Melissa Williams, Deputy County Attorney

Submitted By: Melissa Williams, Deputy County Attorney

TOPIC:

CLOSED: Claim 51-25, Allen - Metra Claim

BACKGROUND:

CLOSED: Claim 51-25, Allen

RECOMMENDED ACTION:

Agenda Item

B.O.C.C Thursday Discussion

Meeting Date: 12/18/2025

Title: Closed: Personnel Matter

Submitted By: Erika Guy

TOPIC:

CLOSED: Personnel Matter

BACKGROUND:

NA

RECOMMENDED ACTION:

Closed
