

 Employee logo

APR 13 2025

# Hire/Personnel Action Form

## Employee Information

Employee  
Steven Halsey

## Hire Information

Position Details	Hire Req#	Job Type
Equipment Operator II (E/F) (4025)	202500298	Full-Time Regular
Person ID	Job Class	Pay Rate
61928098	Equipment Operator II (E/F)	\$26.00
Department	Job Class#	HireDate
Public Works	4025	4/16/25

Division  
Road

## Comments

2110.401.430200.111 replace Robert Stinson promo from Operator I

## Approvals

HUMAN RESOURCES	Dwight	4/15/25 7:59
	Vigness	AM
FINANCE	JENNIFER	4/15/25 8:01
	JONES	AM

Commissioners Action  
Approve Disapprove

Chair	<u>MM</u>	---
Member	<u>MSW</u>	---
Member	<u>[Signature]</u>	---

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

APR 1 2025

Section 1

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

Name: Brooklyn Brisco  
Current Title: Deputy Clerk  
Title Change: \_\_\_\_\_

Effective Date: 4/25/2025  
Gr. C Salary \$ 18<sup>03</sup>  
Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time:   
Regular Part Time: \_\_\_\_\_


Temp Full Time: \_\_\_\_\_  
Temp Part Time: \_\_\_\_\_

Seasonal Hire: \_\_\_\_\_

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

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

Funding: 1000 - 221 - 410330 - 111 Percent 100 New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_

  
Elected Official Department Head

Date 4/11/2025

Section 2

Human Resources:

Note: \_\_\_\_\_  
Shugrue 4-16-25  
Director Date

Finance:

Note: \_\_\_\_\_  
Jul Jones 4.16.25  
Director Date

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

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

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

Chair MM  
Member MSN  
Member [Signature]