

Yellowstone County

HUMAN RESOURCES

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To: Yellowstone Board of County Commissioners

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

Date: April 29, 2025

Re: The following two classifications have been revised/updated and retitled:

- Title Change Pretrial Services Coordinator to Pretrial Services Supervisor Grade G
- Title Change Pretrial Risk Assessment Assistant to Pretrial Services Specialist Grade D/E

The following classifications is a new position:

- **Pretrial Services Coordinator Grade E/F**

Ms. Ereth, Pretrial Services Supervisor is updating classifications in the for Pretrial Services within Justice Court. One position has been assigned to independently complete tasks/projects that are significantly more complex and consequential than those of the current *Pretrial Risk Assessment Assistant* position.

The new duties include but are not limited to:

- Train new Pretrial Services' staff (as well as external agencies' staff, upon request).
- Conduct audits of various items of information to ensure all necessary information has been entered and is correct.
- Design, generate, proof, and present statistical reports on a regular basis as well as upon request.
- Complete research requests upon request.
- Act as Project Manager for special projects (e.g., Arraignment Court, Ideas42 FTA Project).
- Create and maintain Pretrial Services' Technical Procedures Manual for use in training.

This is a title and grade change to an existing FTE and represents an accurate update to the Justice Court / (Pretrial Services) requirements, (no new FTE).

The HAY Evaluation Committee recommended a grade E/F for this new classification.

Recommendation of the HAY Evaluation Committee:

TITLE	GRADE	Range
Pretrial Services Coordinator Grade	E/F	\$49K - \$58K - \$70K

Commissioner's Action

	Approved	Not Approved
Mark Morse, Chair	_____	_____
Michael J. Waters, Member	_____	_____
John Ostlund, Member	_____	_____

Copy: HAY Evaluation Committee
Jennifer Jones, Finance Director