



Yellowstone County Commissioners
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AUG 28 2025

Hire/Personnel Action Form

Employee Information

Employee
Jordan Hart

Hire Information

Position Details	Hire Req#	Job Type
Equipment Operator I (D/E) (4020)	202500348	Full-Time Regular
Person ID	Job Class	Pay Rate
60002087	Equipment Operator I (D/E)	\$24.48
Department	Job Class#	HireDate
Public Works	4020	9/2/25
Division		
Road		

Comments

2110.401.430200.111 Replaces Daniel Erickson-Chapel promo from Equip Serv. Worker

Approvals

HUMAN RESOURCES	Kevin Gillen	8/28/25 8:34 AM
FINANCE	JENNIFER JONES	8/28/25 8:44 AM

Commissioners Action
Approve Disapprove

Chair	<u>MM</u>	_____
Member	<u>MDW</u>	_____
Member	<u>[Signature]</u>	_____

AUG 28 2025

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Martha Burroughs Effective Date: 8.26.25
Current Title: Comptroller Gr. I Salary \$ \$98,893⁰²
Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

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

Funding: 1000 - III - 410510 - III Percent 100% New Account _____
Percent _____ Split Account _____
Jennifer Gmes 8.26.25
Elected Official/Department Head _____ Date _____

Section 2

Human Resources:

Finance:

Note: _____
Sam Hahn 8-26-25
Director _____ Date _____

Note: PTE not to be replaced immediately
Jennifer Gmes 8.26.25
Director _____ Date _____

H.R. Comments: _____

Commissioner's Action
Approve _____ Disapprove _____

Chair MM _____
Member MSW _____
Member ESD _____

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