



SEP 29 2025

Hire/Personnel Action Form

Employee Information

Employee
Daren Higginbotham

Hire Information

Position Details	Hire Req#	Job Type
Equipment Service Worker (C/D) (4010)	202500354	N/A
Person ID	Job Class	Pay Rate
54647440	Equipment Service Worker (C/D)	\$21.24
Department	Job Class#	HireDate
Public Works	4010	10/1/25
Division		
Road		

Comments

Replaces Jordan Hart.
2110.401.430200.111

Approvals

HUMAN RESOURCES	Kevin Gillen	9/30/25 12:09 PM
FINANCE	JENNIFER JONES	9/30/25 12:10 PM

Commissioners Action
Approve Disapprove

Chair	<u>HH</u>	_____
Member	<u>MM</u>	_____
Member	<u>MM</u>	_____

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Scott Field Effective Date: 9/22/2025
Current Title: IT Web Developer Gr. G Salary \$ 58,100
Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

Regular Full Time: _____ New Hire: _____
Regular Part Time: _____

Temp Full Time: _____
Temp Part Time: _____ Termination: X

Seasonal Hire: _____ Promotion: _____

Replaces position _____ Transfer: _____

Name _____
New Budgeted Position _____ Demotion: _____

Other: _____ Reclassification: _____

Funding: 1000 - 115 - 410580 - 111 Percent 100% New Account _____
Percent _____ Split Account _____

Samuel J. L. 9/26/2025
Elected Official/Department Head Date

Section 2

Human Resources:

Finance:

Note: Sam Yellay 9-26-25
Director Date

Note: John Gamar 9.29.25
Director Date

H.R. Comments: _____

Commissioner's Action
Approve _____ Disapprove _____

Chair MM
Member MSW
Member MSW

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

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Charles Marnay Effective Date: 9/16/25
Current Title: JCU Gr. 7 Salary \$ 25.47
Title Change: _____ Gr. _____ Salary \$ 24.77

Check as Applicable:

Regular Full Time: ☒ _____ New Hire: _____
Regular Part Time: _____

Temp Full Time: _____
Temp Part Time: _____

Seasonal Hire: _____

Replaces position _____
Name _____

New Budgeted Position _____

Other: no longer open right
for all shifts

Demotion: +

Reclassification: _____

Funding: 2399 - 335 - 420250 - 111 Percent 100% New Account _____
Percent _____ Split Account _____

Elected Official/Department Head _____

Date 9-24-25

Section 2

Human Resources: _____

Finance: _____

Note: _____
Ken Marnay 9-26-25
Director Date

Note: _____
John James 9-29-25
Director Date

H.R. Comments: _____

Commissioner's Action
Approve _____ Disapprove _____

Chair MM _____
Member MSW _____
Member CD _____

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