COMMISSIONER MEETINGS
All meetings take place in the Commissioners Conference Room (308)
located in the Ostlund Building @ 2825 3rd Ave N (3rd Floor)
and are open to the public unless otherwise noted

TUESDAY - NOVEMBER 24, 2026

9:45 Calendar

10:00 COMMISSIONERS DISCUSSION

PLEDGE

DEPARTMENTS

1. **IT -** New IT Department Role

COMMISSIONERS

1. 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. Public comment is limited to 3 minutes per individual.*

B.O.C.C Thursday Discussion 1.

Meeting Date: 11/24/2026

Title: New IT Role

Submitted For: Larry Ziler, IT Director Submitted By: Larry Ziler, IT Director

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TOPIC:

IT - New IT Department Role

BACKGROUND:

Continuing to work to fill the knowledge and responsibility gaps within the IT Team while also providing succession planning for the future. I would like to remove the Assistant IT Director Role and replace it with a Senior System Analyst. This role would focus on the management and maintenance of all County systems for all departments, coordinate with outside agencies such as the City of Billings regarding law enforcement, GIS resources, and other public safety technology. The role would also assist the IT Director in the development of the IT team members. This role would replace an existing yet vacant FTE position within the IT Department.

RECOMMENDED ACTION:

It is requested we move forward with this new role and begin the recruiting process and formally abandon the Assistant Director Role.

Attachments

System Analyst Job Description

Position Benefit Proposal

Yellowstone County
Senior Systems Analyst

Draft Class Specification · November 13, 2026

Class Spec Code	J
Bargaining Unit	NON
FLSA	Exempt
EEO	EEO2 – Professionals (HR to confirm)
Occupational Group	N/A
Benefit Code	General
Physical Class	N/A
Reports To	Information Technology Director

Job Summary

Under general direction of the I.T. Director, performs advanced professional and technical work analyzing County department and end-user needs; managing technology projects; and selecting, implementing, and supporting enterprise and public safety application software and their integrations, with particular emphasis on law enforcement, dispatch, in-car, and GIS systems. Establishes and maintains strong vendor and partner relationships. Serves as a technical lead and mentor to I.T. staff and, in the absence of the I.T. Director, helps oversee the daily operations of the department.

Scope of Responsibility

The incumbent is a working member of the I.T. Office whose primary assignment is public safety and enterprise applications and their integrations. The incumbent works independently with minimal guidance, sets precedent within established policy, administers operating rules and procedures, and uses judgment to select among alternatives. The incumbent works closely with department heads, elected officials, managers, and staff to understand their goals and deliver solutions that help them meet those goals.

As a secondary responsibility, the incumbent serves as the designated deputy to the I.T. Director. In that capacity the incumbent directs day-to-day I.T. operations when the Director is absent, maintains project accountability, and keeps stakeholders informed. This role does not carry ongoing supervisory authority over I.T. staff except as delegated by the I.T. Director.

Essential Duties & Responsibilities

Public Safety & Enterprise Applications

- Serves as the lead technical resource for the County's public safety applications, including the LERMS/New World records and CAD environment, Motorola in-car and mobile systems, and GIS applications used for dispatch, mapping, and field operations.
- Coordinates how these public safety systems work together, and with other County systems, so that law enforcement, detention, and emergency services staff have reliable, accurate information in the office and in the field.
- Serves as the lead technical resource for other County enterprise applications and understands how each department uses its solutions to meet its needs.

- Supports application interfaces and data sharing between public safety, GIS, and enterprise systems, coordinating with the Development team on database and integration work.
- Ensures interfaces and configurations continue to function properly when systems are upgraded or changed.
- Troubleshoots and resolves complex issues with existing systems, software, hardware, and mobile technology, including in-vehicle equipment.
- Works with the Infrastructure team to address security, CJIS compliance, hosting, backup, and disaster recovery needs of application solutions.
- Participates in a shared 24/7 on-call rotation supporting public safety systems.

Technology Projects

- Leads departments in examining their technology needs and operations; evaluate new and existing systems.
- Takes on large-scale projects at the direction of the I.T. Director and works with internal and external stakeholders to implement them with minimal guidance.
- Provides project management for upgrades, custom programs, and implementations, including recommending costs, systems, hosting options, and work plans.
- Serves as liaison with internal and external I.T. staff, vendors, and contractors.
- Develops procedures and documentation for system transitions and usage.

Reporting & Data

- Works with departments to understand reporting needs and delivers usable reports from application reporting tools, coordinating with the Development team on underlying data.
- Supports data needs for system conversions, GIS mapping, and public safety reporting.

Deputy to the I.T. Director

- In the absence of the I.T. Director, directs the day-to-day work of I.T. staff, maintains project accountability, and provides status updates to stakeholders.
- Participate in staff and management meetings to communicate objectives, share updates, and gather feedback.
- Ensures technical support requests are tracked and completed on schedule and to a high standard of quality.
- Provides technical leadership, training, and mentorship to I.T. staff; assists the I.T. Director with recruiting, onboarding, and coaching.

Training & Workflow Support

- Assists the I.T. technology trainer in creating training materials, guides, and documentation for County applications, including public safety systems.
- Helps departments analyze and develop workflows that make effective use of their applications.

Performs related duties as assigned.

Other Necessary Requirements

- Assists the I.T. Director with budget forecasting, tracking software and maintenance spending, and identifying cost savings.
- Coordinates with vendors to secure advantageous terms for software, hardware, and services, and ensures timely delivery and setup.
- Help develop and enforce I.T. policies and procedures for data security, access control, and system integrity.

- Assists with developing and maintaining application recovery components of the County's disaster recovery and business continuity plans.
- Research and recommends new technology solutions and best practices to improve County operations and service delivery.
- Participates in County-wide technology planning and prioritization as a member of the I.T. leadership team.

Minimum Qualifications

Education/Experience/Training

- Bachelor's degree in Computer Science, Information Systems, Information Technology, or a closely related field; and
- Four (4) years' experience in systems analysis, application support and administration, system implementations and integrations, or project management, including at least one (1) year leading projects or other technical staff; or
- Any equivalent combination of education and experience totaling eight (8) years.
- Demonstrated experience supporting enterprise applications and their interfaces, preferably in a public safety environment.

Desired Qualifications

- Experience with public safety systems such as LERMS/New World, CAD, Motorola in-car and mobile systems, and GIS applications.
- Local government or public sector experience.
- Experience in project management (e.g., PMP), cloud platforms, or GIS; CJIS security awareness.
- Experience with cloud application support, reporting, and integrations.
- Experience with HTML, JavaScript, C#/.NET, and/or Visual Studio.

Finalist(s) must pass a State and Federal criminal background check.

Required Knowledge, Skills and Abilities

Knowledge of

- Yellowstone County's information systems, environment and public sector I.T. policies, practices, and procedures.
- Business systems analysis, systems development, and the operation of complex enterprise applications.
- Public safety systems, including law enforcement records management, CAD, in-car and mobile systems, GIS, and the FBI CJIS Security Policy as it applies to them.
- Application integration methods, including web services, APIs, and data import/export.
- Project management principles and practices.
- Information security principles applied to applications and data.
- Principles of leadership, team coordination, and budgeting.

Skill in

- Configuring, troubleshooting, and supporting enterprise and public safety applications.
- Analyzing business processes and translating them into technical requirements.
- Managing multiple projects and priorities to deadline.
- Thinking strategically and developing practical solutions.

Ability to

- Communicate effectively with clients and end users in their terms and translate that into system requirements.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Read and interpret technical documentation, financial reports, contracts, and legal documents.
- Make clear presentations on complex topics to department heads, elected officials, and the Board of County Commissioners.
- Provide project leadership and mentorship to I.T. staff, and direct department operations when acting for the I.T. Director.
- Establish and maintain effective working relationships with the Board of County Commissioners, department heads, elected officials, employees, vendors, and the public.

Essential Physical Abilities & Working Conditions

The physical demands and work environment described here are representative of those required to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit and use hands and fingers to operate a computer; close vision and extended monitor use.
- Occasionally required to stand, kneel, stoop, crouch, or crawl, and to lift 5 to 25 pounds, when installing or moving equipment.
- Clarity of speech and hearing to communicate well with others.
- Personal mobility to serve County departments and the public and to enter, operate, and exit a motor vehicle.
- Work is in an office environment with moderate noise and frequent attention to detail and deadlines.
- Subject to after-hours work and on-call duty to resolve system problems.

Yellowstone County Information Technology

Proposal: Replace the Assistant IT Director with a Senior Systems Analyst

Larry Ziler, IT Director · November 17, 2026

Recommendation

Replace the vacant Assistant IT Director position with a new Senior Systems Analyst position. Because the position is vacant, the change affects no current employee, and it uses an existing budgeted position, so it adds no new headcount. It fills a real gap: no one on the IT team is dedicated to managing the County's application systems, including the public safety systems law enforcement and detention staff rely on. It also gives the County two senior positions, Senior Systems Analyst and Web Development Administrator, that can grow into future IT Director candidates and mentor the rest of the team.

Current vs. Proposed

	Assistant IT Director (current)	Senior Systems Analyst (proposed)
Primary focus	General assistance to the IT Director; "assigned area of expertise" left undefined	Public safety and enterprise application systems: LERMS/New World, CAD, Motorola in-car, GIS
Day-to-day work	Oversees operations mainly when the Director is absent	Hands-on systems management, projects, vendor coordination, CJIS compliance
Deputy duties	Yes	Yes — acts for the IT Director when absent
Mentoring	Assists with staff development	Technical lead and mentor to IT staff
Succession pipeline	One presumed successor, implied by the title	Two peer senior positions: Senior Systems Analyst and Web Development Administrator

1. Fill IT Coverage Gap

No one on the IT team is dedicated to managing the County's application systems today. The Development team, led by the Web Development Administrator, owns websites, in-house applications, and databases. Support and Infrastructure own end users, networks, and servers. The vendor systems that run County operations fall between those teams.

The Assistant IT Director class specification does not close that gap. It describes general duties such as assisting with budget, policy, and staff, and refers to an "assigned area of expertise" without naming one. A candidate hired under it could be strong in any area, or in none the County most needs.

The Senior Systems Analyst description names the work directly:

- **Public safety systems:** LERMS/New World records and CAD, Motorola in-car and mobile systems, and GIS used for dispatch and field operations.
- **Enterprise applications:** Visions, Taxwise, eProsecutor, NICE: lead technical resource for the vendor systems departments use, including upgrades, interfaces, and troubleshooting.
- **Security and compliance:** CJIS compliance, recovery planning, and coordination with Infrastructure.
- **Projects and vendors:** evaluation, implementation, and vendor management for new systems.

These systems run 24/7 and carry legal and public safety risks. The named owner reduces downtime, keeps upgrades from breaking integrations, and gives departments one accountable contact.

2. Extended Pool of IT Director candidates

An Assistant Director title signals a single presumed successor. If that person leaves, is not ready, or is not the right fit, the County has no internal alternative and must recruit externally for a department head.

With two peer senior positions, the County develops two strong internal candidates, each with a different and complementary background:

- **Web Development Administrator:** leads a team, manages development projects, and owns in-house applications, websites, and web security.
- **Senior Systems Analyst:** owns public safety and enterprise systems, manages vendors and implementations, and serves as deputy when the IT Director is absent.

Both roles already carry IT Director-level responsibilities: project leadership, coordination of others' work, stakeholder relationships, and security. When the Director position opens, the County can choose between two proven internal candidates instead of relying on one. The IT Director can also assign acting duties to the Web Development Administrator from time to time, so both candidates gain experience running the department.

3. Deeper Leadership

Two senior positions mean two mentors for the rest of IT instead of one. Each mentors staff in a different area, so more of the team has a clear path upward:

- **Development path:** Development Specialist and Database Engineer staff grow under the Web Development Administrator.
- **Systems path:** Support and Infrastructure staff who work with applications, public safety systems, and vendors grow under the Senior Systems Analyst.

This spreads knowledge of critical systems across more than one person, which lowers the risk when someone leaves. It also gives the County a pipeline below the senior level: today's specialists become tomorrow's senior staff, and eventually IT Director candidates themselves. A clear path also helps the County keep good staff in a competitive IT job market.

Cost and Next Steps

This is a repurpose of an existing, currently vacant position, not a new one, so total IT headcount does not change. The vacancy makes this the right time to act: the County can recruit directly for the Senior Systems Analyst instead of filling a role with an undefined focus. It is anticipated the Senior System Analyst role would be of equal pay classification as the Assistant IT Director role, which exists in the budget, and therefore should not create any financial increase on part of the County payroll.

1. HAY & HR reviews the attached Senior Systems Analyst job description and assigns class code, grade, FLSA, and EEO category.
2. IT and HR compare the new grade with the Assistant IT Director grade and confirm the budget impact.
3. The Board of County Commissioners approves retiring Assistant IT Director position and adding the Senior Systems Analyst.
4. IT posts and fills the position.