



Yellowstone County Commissioners
RECEIVED

DEC 24 2025

Hire/Personnel Action Form

Employee Information

Employee
Torie McCombs

Hire Information

Position Details	Hire Req#	Job Type
Victim Witness Coordinator (F) (3060)	202500373	Full-Time Regular
Person ID	Job Class	Pay Rate
63671494	Victim Witness Coordinator (F)	\$24.58
Department	Job Class#	HireDate
County Attorney's Office	3060	1/5/26
Division		
N/A		

Comments

2301122.41100.111 replaces J Burson

Approvals

HUMAN RESOURCES	Kevin Gillen
FINANCE	JENNIFER JONES

12/23/25 3:14 PM
12/24/25 6:57 AM

Commissioners Action
Approve Disapprove

Chair	<u>MM</u>	<u> </u>
Member	<u> </u>	<u> </u>
Member	<u> </u>	<u> </u>



Yellowstone County Commissioners
RECEIVED

DEC 23 2025

Hire/Personnel Action Form

Employee Information

Employee
Shayla Baugher

Hire Information

Position Details	Hire Req#	Job Type
Detention Officer (D) (5090)	202500314	Full-Time Regular
Person ID	Job Class	Pay Rate
65194199	Detention Officer (D)	\$24.67
Department	Job Class#	HireDate
Sheriff's Office	5090	1/5/26

Division
Detention Facility

Comments

Funding: 2300.136.420200.111 @ 100%
Replaces: NEW FTE

Approvals

HUMAN RESOURCES	Kevin Gillen	12/23/25 8:45 AM
FINANCE	JENNIFER JONES	12/23/25 8:46 AM

Commissioners Action
Approve Disapprove

Chair	<u>did</u>	_____
Member	<u>MAN</u>	_____
Member	<u>[Signature]</u>	_____

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Amey Tolzien Effective Date: 1/1/26
Current Title: Office Administrator Gr. 13A Salary \$ 85,632⁵⁴
Title Change: _____ Gr. _____ Salary \$ 58,900⁰⁶
Counting duty

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: Management Restructure Reclassification: _____

Funding: 2301-122-411100 - 111 Percent 100 New Account _____
Percent _____ Split Account _____

Scott as 12-22-25

Elected Official/Department Head _____ Date _____

Section 2

Human Resources:

Finance:

Note: _____ Note: _____
Ken Miller 12-24-25 Paul Miller 12-24-25
Director Date Director Date
H.R. Comments: _____ Commissioner's Action
Approve _____ Disapprove _____

Chair MM _____
Member MAN _____
Member MAN _____

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

Justification for Salary Change for County Attorney Staff Management

1. Positions: Office Administrator, Legal Office Supervisor / Staff Management, Discovery Supervisor/Staff Management, Victim-Witness Supervisor/Staff Management
2. The justification for reclassification of salary tying these positions' salaries to the salary of the County Attorney.
3. Fiscal Impact - This change will be funded with transfer from existing budget authority based largely on vacancy savings.

The salary of the Office Administrator will be at 58% of the County Attorney salary.*

The salary of the Legal Office Supervisor will be at 48% of the County Attorney salary.*

The salary of the Victim/Witness Supervisor will be at 48% of the County Attorney salary.*

The salary of the Discovery Supervisor will be at 48% of the County Attorney salary.*

*These positions will no longer receive Non-Union County Longevity and, similar to the County Attorney position, will receive raises every other year based on application of State Law setting the salaries of elected officials. The percentages above were selected to keep the positions competitive and keep a separation between management and non-management positions. The percentages selected considered that the positions will not be entitled to a raise in 2026. The County Attorney salary will not change until 2027.

Finance Director Review/Comments, if any

*Grades referenced in these PARs
Are not relevant.*

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Angeline FOX WAHL Effective Date: 1/1/26
Current Title: Victim Witness Supervisor Gr. GS Salary \$ 72,432.53
Title Change: _____ Gr. _____ Salary \$ 4890.00
Counting Attorney

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: Management Restructure Reclassification: _____

Funding: 2301-122 - 411100 - 111 Percent 100 New Account _____
Percent _____ Split Account _____

Scott Tins 12-22-25
Elected Official/Department Head Date

Section 2

Human Resources:

Finance:

Note: _____
Jan 24 12-24-25 12-24-25
Director Date

H.R. Comments: _____

Commissioner's Action
Approve _____
Disapprove _____

Chair WJ _____
Member MBW _____
Member MBW _____

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

addendum to PARs

Justification for Salary Change for County Attorney Staff Management

1. Positions: Office Administrator, Legal Office Supervisor / Staff Management, Discovery Supervisor/Staff Management, Victim-Witness Supervisor/Staff Management
2. The justification for reclassification of salary tying these positions' salaries to the salary of the County Attorney.

Managing the day-to-day operations of the staff from multiple divisions of our office has been identified as the major area of responsibility. The current salaries for these positions are not competitive and need to be changed. Management salaries tied to the County Attorney salary which is set by statute and action of the County Compensation Committee is consistent and will make these positions more salary competitive. Upon retirement/replacement the salary shall stay competitive and not retreat to the entry of the current salary grade. The attorney managers' salaries have been done this way for years with success with recruitment and retention.

3. Fiscal Impact - This change will be funded with transfer from existing budget authority based largely on vacancy savings.

The salary of the Office Administrator will be at 58% of the County Attorney salary.*
The salary of the Legal Office Supervisor will be at 48% of the County Attorney salary.*
The salary of the Victim/Witness Supervisor will be at 48% of the County Attorney salary.*
The salary of the Discovery Supervisor will be at 48% of the County Attorney salary.*

*These positions will no longer receive Non-Union County Longevity and, similar to the County Attorney position, will receive raises every other year based on application of State Law setting the salaries of elected officials. The percentages above were selected to keep the positions competitive and keep a separation between management and non-management positions. The percentages selected considered that the positions will not be entitled to a raise in 2026. The County Attorney salary will not change until 2027.

Finance Director Review/Comments, if any Grades Referenced in these PAR's
Are Not Relevant.

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Alyssa Peterson Effective Date: 1/1/26
Current Title: Discovery Supervisor Gr. 18 Salary \$ 66,649.18
Title Change: _____ Gr. _____ Salary \$ 48,960.06
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 _____

County Attorney
\$76,710.24

Other: Management Restructure

Funding: 2301-100 - 411100 - 111 Percent 100 New Account _____
Percent _____ Split Account _____
12-22-25
Elected Official/Department Head _____ Date _____

Section 2

Human Resources: _____ Finance: _____

Note: _____
Ken Allen 12.24.25 12.24.25
Director _____ Date _____

H.R. Comments: _____
Commissioner's Action
Approve _____ Disapprove _____

Chair NY _____
Member MAN _____
Member Q _____

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

addendum to PARs

Justification for Salary Change for County Attorney Staff Management

1. Positions: Office Administrator, Legal Office Supervisor / Staff Management, Discovery Supervisor/Staff Management, Victim-Witness Supervisor/Staff Management

2. The justification for reclassification of salary tying these positions' salaries to the salary of the County Attorney.

Managing the day-to-day operations of the staff from multiple divisions of our office has been identified as the major area of responsibility. The current salaries for these positions are not competitive and need to be changed. Management salaries tied to the County Attorney salary which is set by statute and action of the County Compensation Committee is consistent and will make these positions more salary competitive. Upon retirement/replacement the salary shall stay competitive and not retreat to the entry of the current salary grade. The attorney managers' salaries have been done this way for years with success with recruitment and retention.

3. Fiscal Impact - This change will be funded with transfer from existing budget authority based largely on vacancy savings.

The salary of the Office Administrator will be at 58% of the County Attorney salary. *

The salary of the Legal Office Supervisor will be at 48% of the County Attorney salary. *

The salary of the Victim/Witness Supervisor will be at 48% of the County Attorney salary. *

The salary of the Discovery Supervisor will be at 48% of the County Attorney salary. *

*These positions will no longer receive Non-Union County Longevity and, similar to the County Attorney position, will receive raises every other year based on application of State Law setting the salaries of elected officials. The percentages above were selected to keep the positions competitive and keep a separation between management and non-management positions. The percentages selected considered that the positions will not be entitled to a raise in 2026. The County Attorney salary will not change until 2027.

Finance Director Review/Comments, if any Grades Referred in these PAR's
Are Not Relevant.

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: LINNER FORSETH Effective Date: 1/1/26
Current Title: Lead Office Supervisor Gr. 7^{as} Salary \$ 67,852²⁶
Title Change: _____ Gr. _____ Salary \$ 4890 of County Attorney
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: Management Restructure Reclassification: _____

Funding: 2301 - 122 - 411100 - 111 Percent 100 New Account _____
Percent _____ Split Account _____

AS is
Elected Official/Department Head _____ Date 12-22-25

Section 2

Human Resources:

Finance:

Note: _____
Ken Gilly 12-24-25
Director Date

Note: _____
Jan Gerner 12-24-25
Director Date

H.R. Comments: _____

Commissioner's Action
Approve _____ Disapprove _____

Chair RV
Member MAN
Member Q

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

addendum to PARs

Justification for Salary Change for County Attorney Staff Management

1. Positions: Office Administrator, Legal Office Supervisor / Staff Management, Discovery Supervisor/Staff Management, Victim-Witness Supervisor/Staff Management

2. The justification for reclassification of salary tying these positions' salaries to the salary of the County Attorney.

Managing the day-to-day operations of the staff from multiple divisions of our office has been identified as the major area of responsibility. The current salaries for these positions are not competitive and need to be changed. Management salaries tied to the County Attorney salary which is set by statute and action of the County Compensation Committee is consistent and will make these positions more salary competitive. Upon retirement/replacement the salary shall stay competitive and not retreat to the entry of the current salary grade. The attorney managers' salaries have been done this way for years with success with recruitment and retention.

3. Fiscal Impact - This change will be funded with transfer from existing budget authority based largely on vacancy savings.

The salary of the Office Administrator will be at 58% of the County Attorney salary. *

The salary of the Legal Office Supervisor will be at 48% of the County Attorney salary. *

The salary of the Victim/Witness Supervisor will be at 48% of the County Attorney salary. *

The salary of the Discovery Supervisor will be at 48% of the County Attorney salary. *

*These positions will no longer receive Non-Union County Longevity and, similar to the County Attorney position, will receive raises every other year based on application of State Law setting the salaries of elected officials. The percentages above were selected to keep the positions competitive and keep a separation between management and non-management positions. The percentages selected considered that the positions will not be entitled to a raise in 2026. The County Attorney salary will not change until 2027.

Finance Director Review/Comments, if any Grades Referenced in these PAR's
Are Not Relevant.

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Caden Galles Effective Date: 01/01/206
Current Title: Deputy Sheriff/ Diff Gr. Salary \$ 35.47
Title Change: Deputy Sheriff Gr. Salary \$ 34.57

Check as Applicable:

Regular Full Time: XX New Hire:
Regular Part Time: Rehire:

Temp Full Time: Termination:
Temp Part Time:

Seasonal Hire: Promotion:

Replaces position Transfer:
Name

New Budgeted Position Demotion:

Other: remove diff XX Reclassification:

Funding: 2300 - 132 - 420150 - 111 Percent 100 New Account
- - - - - Percent Split Account

[Signature] 12/18/2025
Elected Official/Department Head Date

Section 2

Human Resources: Finance:

Note: Ken Yellin 12.24.25 Note: [Signature] 12.24.25
Director Date Director Date

H.R. Comments: Commissioner's Action
 Approve Disapprove

Chair HH
Member MAN
Member [Signature]

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: Orville Dean Effective Date: 1/1/2006
Current Title: Deputy Chief of CimOP Salary \$ 82% of CA
Title Change: Chief of Criminal Gr. Salary \$ 84% of CA
Check as Applicable: Litigation plus longevity
Regular Full Time: New Hire:
Regular Part Time: Rehire:
Temp Full Time: Termination:
Temp Part Time: Promotion:
Seasonal Hire: \$ 135,546.66
\$ 138,742.92

Replaces position Transfer:
Name Denotation:
New Budgeted Position Reclassification:

Other: Office Restructure Manager
Funding: 2301122 - 411100 - 111 Percent New Account
Percent Split Account
12-15-25

Elected Official/Department Head Date

Section 2

Human Resources:

Note: Ken Yelen 12-24-25
Director Date

Finance:

Note: Paul Jones 12-24-25
Director Date

H.R. Comments:

Commissioner's Action
Approve Disapprove

Chair MY
Member MSH
Member

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: Hallie Bishop Effective Date: 1/1/2026
Current Title: Deputy Chief of Cim Ops Gr. CA Salary \$ 82% of CA
Title Change: Chief of Criminal Operations Gr. CA Salary \$ 84% of CA
Check as Applicable: plus longevity
Regular Full Time: New Hire:
Regular Part Time: Rehire:
Temp Full Time: Termination:
Temp Part Time: Promotion:
Seasonal Hire: Transfer:
Replaces position Demotion:
Name Reclassification:
New Budgeted Position
Other: Office Restructure - Management
Funding: 2301-122 - 411100 - 111 Percent New Account
 - - Percent Split Account
 12-15-25
Elected Official/Department Head Date

Section 2

Human Resources: Finance:
Note: Note:
Ken Miller 12.24.25 Jim Garner-12.24.25
Director Date Director Date
H.R. Comments: Commissioner's Action
 Approve Disapprove
 Chair
 Member
 Member
Date entered in payroll
Clerk & Recorder - original
Human Resources - canary
Auditor - pink
Department - goldenrod