

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

FEB 03 2026

Section 1

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

Name: Karlie Bures Effective Date: 1/16/26

Current Title: JCW Gr. 7 Salary \$ 25.47

Title Change: _____ Gr. _____ Salary \$..70
24.77

Check as Applicable:

Regular Full Time: X New Hire: _____

Regular Part Time: _____ Rehire: _____

Temp Full Time: _____ Termination: _____

Temp Part Time: _____ Promotion: _____

Seasonal Hire: _____

Replaces position _____ Transfer: _____

Name _____ Demotion: ✓

New Budgeted Position _____ Reclassification: _____

Other: no longer
over night

Funding: 2399 - 235 - 420250 - 111 Percent 100% New Account _____
Percent _____ Split Account _____

Janet Bures 1/22/26
Elected Official/Department Head Date

Section 2

Human Resources: _____ Finance: _____

Note: _____ Note: _____

Ken Yelen 1-29-26 John Jensen 2.3.26
Director Date Director Date

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

Chair MM _____

Member MAN _____

Member AD _____

Date entered in payroll _____

Clerk & Recorder - original _____

Human Resources - canary _____

Auditor - pink _____

Department - goldenrod _____