

FEB 19 2026

# YELLOWSTONE COUNTY PERSONNEL ACTION REPORT

## Section 1

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

Name: Lynisa Hoem Effective Date: 2-9-26

Current Title: Motor vehicle Clerk Gr. C Salary \$ 18.47

Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time:    
Regular Part Time:

Temp Full Time:    
Temp Part Time:

Seasonal Hire:

Replaces position Name \_\_\_\_\_

New Budgeted Position \_\_\_\_\_

Other: \_\_\_\_\_

New Hire:

Rehire:

Termination:

Voluntary Promotion:

Transfer:

Demotion:

Reclassification:

Funding: 1000 - 000 - 113410540 - 112 Percent 100 New Account

Percent \_\_\_\_\_ Split Account

[Signature] 2-13-26  
Elected Official/Department Head Date

## Section 2

Human Resources:

Finance:

Note: \_\_\_\_\_

Note: \_\_\_\_\_

[Signature] \_\_\_\_\_  
Director Date

[Signature] 2-19-26  
Director Date

H.R. Comments:

Commissioner's Action  
Approve Disapprove

Chair [Signature] \_\_\_\_\_

Member [Signature] \_\_\_\_\_

Member [Signature] \_\_\_\_\_

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