



APR 23 2026

Hire/Personnel Action Form

Employee Information

Employee
Eve Roosevelt

Hire Information

Position Details	Hire Req#	Job Type
GIS Enterprise System Administrator (G) (1107)	202600412	Full-Time Regular
Person ID	Job Class	Pay Rate
58009730	GIS Enterprise System Administrator (G)	\$62,420.80
Department	Job Class#	HireDate
Disaster & Emergency Services	1107	4/16/26

Comments

6040.400.500300:111, replaces J. Reynolds, promo from analyst. 10% increase for one grade

Approvals

HUMAN RESOURCES	Kevin Gillen	4/7/26 3:49 PM
FINANCE	JENNIFER JONES	4/8/26 9:27 AM
COMMISSIONERS	ERIKA GUY	4/8/26 9:31 AM

Commissioners Action
Approve Disapprove

Chair

Member

Member

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

07 2026

Section 1

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

Name: MIKE POWELL

Effective Date: 5/1/26

Current Title: GIS MANAGER

Gr. I Salary \$ 87,332.88

Title Change: _____

Gr. _____ Salary \$ 91,699.57 5% ADDITIONAL DUTY PAY

Check as Applicable:

Regular Full Time:

New Hire: _____

Regular Part Time: _____

Rehire: _____

Temp Full Time: _____

Termination: _____

Temp Part Time: _____

Seasonal Hire: _____

Promotion: _____

Replaces position _____

Transfer: _____

New Budgeted Position _____

Demotion: _____

Other: _____

Reclassification: _____

Funding: ND0.000-124 - 411060 - 111

Percent 100% New Account _____

Percent _____ Split Account _____

Jack Guyer
Elected Official/Department Head

4/23/26
Date

Section 2

Human Resources:

Finance:

Note: Ken Ylles 4-26-26
Director Date

Note: Jack Guyer 4.27.26
Director Date

H.R. Comments: _____

Commissioner's Action
Approve _____ Disapprove _____

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

Chair MM
Member MTN
Member [Signature]

APR 27 2026

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: EVE ROOSEVELT
Effective Date: 5/1/26 56,742.46 10% Grade
Current Title: GIS ENTERPRISE ADMIN.
Gr. G Salary \$ 62,420.80 5% Change
Title Change: _____
Gr. _____ Salary \$ 65,541.84 ADDITIONAL
DUTY PAY.

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: _____
Promotion: _____
Transfer: _____
Demotion: _____
Reclassification: _____

10% - \$62,416.45
5% - \$65,537.74
dry

Other:

Funding: 1000 - 124 - 411060 - 111 100% New Account
Percent _____ Split Account _____
Mark Yager 4/22/26
Elected Official/Department Head _____ Date _____

Section 2

Human Resources:

Note: _____
Ken Salas 4-24-24
Director _____ Date _____

Finance:

Note: see changes above
July Jones 4-27-26
Director _____ Date _____

H.R. Comments:

Commissioner's Action
Approve _____ Disapprove _____

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

Chair MM
Member MM
Member MM

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 27 2026

Section 1

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

Name: ALYSSA QUIROZ

Effective Date: 5/1/26

Current Title: GIS ADDRESS COORD.

Gr. G Salary \$ 63,879.60

5% ADDITIONAL
DUTY PAY.

Title Change: _____

Gr. _____ Salary \$ 67,073.58

Check as Applicable:

Regular Full Time:

New Hire: _____

Regular Part Time: _____

Rehire: _____

Temp Full Time: _____

Termination: _____

Temp Part Time: _____

Seasonal Hire: _____

Promotion: _____

Replaces position
Name _____

Transfer: _____

New Budgeted Position _____

Demotion: _____

Other: _____

Reclassification: _____

Funding: 1500 - 124 - 411060 - 111

Percent 100% New Account _____

Percent _____ Split Account _____

Janet Yegorin
Elected Official/Department Head

4/23/26
Date

Section 2

Human Resources:

Finance:

Note: Ken Hla 4-24-26
Director Date

Note: Julianne 4-27-26
Director Date

H.R. Comments: _____

Commissioner's Action
Approve _____ Disapprove _____

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

Chair JH
Member MAN
Member [Signature]

APR 27 2026

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: Casey Heimann Effective Date: 04/23/26
Current Title: Motor Vehicle Clerk Gr. C Salary \$ 18,410
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: _____
Reclassification: _____

Funding: 1000 - 000 - 113 4105 40 - III Percent 100 New Account _____
Percent _____ Split Account _____
Adrian 4.23.26
Elected Official/Department Head Date

Section 2

Human Resources: _____ Finance: _____
Note: _____ Note: _____
Director Date Director Date
Jan Green 4.24.26 Jim Jones 4.27.26
H.R. Comments: _____ Commissioner's Action
Approve _____ Disapprove _____

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

Chair MH _____
Member MVA _____
Member RD _____

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 27 2026

Section 1

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

Name: Alicia Jones Effective Date: 4-23-26
Current Title: Victim Witness Coordinator Gr. F Salary \$ 24.58
Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

Regular Full Time: _____ New Hire: _____
Regular Part Time: _____
Temp Full Time: _____ Rehire: _____
Temp Part Time: _____ Termination:
Seasonal Hire: _____ Promotion: _____
Replaces position Name: _____ Transfer: _____
New Budgeted Position: _____ Demotion: _____

Other: _____

Funding: 301 - 122 - 411100 - 111 Percent 100 New Account _____
Percent _____ Split Account _____
Caitlin Kucynski 4-23-26
Elected Official/Department Head _____ Date _____

Section 2

Human Resources: _____ Finance: _____

Note: _____
Ken Allen 4-24-26 _____
Director _____ Date _____

Note: _____
Paul James 4-27-26 _____
Director _____ Date _____

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

Chair: MM
Member: MTW
Member: [Signature]

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

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 27 2026

Section 1

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

Name: Mike Schieno

Effective Date: 6/30/26

Current Title: CE Supervisor

Gr. Salary \$ 80,953.60

Title Change: N/A

Gr. Salary \$

Check as Applicable:

Regular Full Time:

New Hire:

Regular Part Time:

Rehire:

Temp Full Time:

Termination: X Retirement

Temp Part Time:

Seasonal Hire:

Promotion:

Replaces position

Name

Transfer:

New Budgeted Position

Demotion:

Other:

Reclassification:

Funding: 2830 - 000 - 414-430800 - 111 Percent 50 New Account

2256 - 000 - 407-420501 - 111 Percent 50 Split Account

Munira Plehm

4/21/26

Elected Official/Department Head

Date

Section 2

Human Resources:

Finance:

Note:

Note:

Teen Ellen 4-24-26

John Jones 4-27-26

Director Date

Director Date

H.R. Comments:

Commissioner's Action

Approve

Disapprove

Chair

Date entered in payroll

Clerk & Recorder - original

Human Resources - canary

Auditor - pink

Department - goldenrod

Member

Member

