



Yellowstone County Commissioners
RECEIVED

JUN 04 2026

Hire/Personnel Action Form

Employee Information

Employee
Malan O'Donnell

Hire Information

Position Details	Hire Req#	Job Type
Booking Clerk (B) (5080)	202600430	Full-Time Regular
Person ID	Job Class	Pay Rate
67399640	Booking Clerk (C)	\$21.36
Department	Job Class#	HireDate
Sheriff's Office	5080	6/16/26

Division
Detention Facility


Comments

FUNDING:2300.136.420200:111 @ 100%
REPLACES: GRUSING

Approvals

HUMAN RESOURCES	Kevin Gillen	6/3/26 1:26 PM
FINANCE	JENNIFER JONES	6/4/26 6:48 AM

Commissioners Action
Approve Disapprove

Chair		_____
Member		_____
Member		_____

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

JUN 03 2026

Section 1

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

Name: Hermin Hayser-Sanchez Effective Date: 6/1/26
Current Title: JCW Gr. Salary \$ 24.58
Title Change: Gr. Salary \$ 25.78

Check as Applicable:
Regular Full Time:
Regular Part Time:
Temp Full Time:
Temp Part Time:
Seasonal Hire:
Replaces position
Name
New Budgeted Position
Other: Going back to summer

Funding: 2399 - 235 - 420250 - 111 Percent 100% New Account
Percent Split Account
A.B.D. Date 6-1-26
Elected Official/Department Head

Section 2

Human Resources: Finance:
Note: Note:
Director Director
Date 6-1-26 Date 6-3-26

H.R. Comments: Commissioner's Action
 Approve Disapprove
 Chair MY
 Member
 Member

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

JUN 03 2026

Section 1

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

Name: JUDY ROWSE
Current Title: RECORDS CLERK
Title Change: _____

Effective Date: 5/29/26
Gr. C Salary \$ 22,950/HR
Gr. _____ Salary \$ 47,736-

Check as Applicable:

Regular Full Time: X
Regular Part Time: _____
Temp Full Time: _____
Temp Part Time: _____
Seasonal Hire: _____

New Hire: _____
Rehire: _____
Termination: X
Promotion: _____

RETIREMENT

Replaces position _____
Name _____
New Budgeted Position _____

Transfer: _____
Demotion: _____

Other: _____

Reclassification: _____

Funding: 100 - 102 - 410940 - 111

Percent 100 New Account _____
Percent _____ Split Account _____

J. J. [Signature]

6/1/26

Elected Official/Department Head

Date

Section 2

Human Resources:

Finance:

Note: [Signature]
Director 6-1-26
Date

Note: [Signature]
Director 6.3.26
Date

H.R. Comments:

Commissioner's Action
Approve _____
Disapprove _____

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

Chair 114
Member [Signature]
Member [Signature]

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

JUN 03 2026

Section 1

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

Name: Sierca Dove Effective Date: 6/2/26
Current Title: Pretrial Risk Assessment Assistant Gr. D/E Salary \$ 2174
Title Change: _____ Gr. _____ Salary \$ _____

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: _____ Reclassification: _____

Funding: 1000 - ~~000~~ - 410340 - 111 Percent _____ New Account _____
- 121 - - - - - Percent _____ Split Account _____
Sierca Dove _____ Date 5/28/26
Elected Official/Department Head

Section 2

Human Resources: _____ Finance: _____

Note: _____ Note: _____
Director _____ Director _____ Date _____
Date 6-1-26 Date 6.3.26

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

Chair MM _____
Member MSN _____
Member Q _____

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