

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

JUN 18 2026

Section 1

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

Name: Jenna Masters Effective Date: June 29, 2026
Current Title: IT Network Administrator Gr. _____ Salary \$ 91,530.21
Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

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

Other: _____ Reclassification: _____

Funding: 1000 - 000 - 115 410570 - 111 Percent 100% New Account _____
Percent _____ Split Account _____
Jenna Masters 6/16/2026
Elected Official/Department Head Date

Section 2

Human Resources: _____ Finance: _____

Note: _____
Kenn S. Lee 6-17-26 _____
Director Date
Jenna Masters 6-18-26
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 JM _____
Member JM _____
Member CD _____