

Yellowstone County Commissioners  
RECEIVED

# Hire/Personnel Action Form

MAR 17 2025

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## Employee Information

Employee  
Mathew Callahan

## Hire Information

Position Details	Hire Req#	Job Type
Detention Officer (D) (5090)	202300188	Full-Time Regular
Person ID	Job Class	Pay Rate
60993455	Detention Officer (D)	\$24.07
Department	Job Class#	HireDate
Sheriff's Office	5090	3/31/25

## Comments

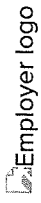
Funding: 2300:136.420200.111 @ 100 %  
replaces: Snekcim

## Approvals

HUMAN RESOURCES	Dwight Vigness	3/14/25 1:22 PM
FINANCE	JENNIFER JONES	3/15/25 8:29 AM

Commissioners Action  
Approve Disapprove

Chair	<u>MM</u>	_____
Member	<u>D</u>	_____
Member	<u>MM</u>	_____



Yellowstone County Commissioners  
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# Hire/Personnel Action Form

MAR 17 2025

## Employee Information

Employee  
Pamela John

## Hire Information

Position Details	Hire Req#	Job Type
Justice Court Clerk (C) (3015)	202500289	Full-Time Regular
Person ID	Job Class	Pay Rate
45216097	Justice Court Clerk (C)	\$17.93
Department	Job Class#	HireDate
Justice Court	3015	4/1/25

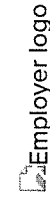
## Comments

1000:121.410340:111 - 100% - Start Date 4/1/2025 - Replacing Hannah Hayden (she was promoted to Senior Clerk)

## Approvals

HUMAN RESOURCES	Dwight Vigness	3/14/25 4:02 PM	Commissioners Action <u>Approve</u> <u>Disapprove</u>
FINANCE	JENNIFER JONES	3/15/25 8:29 AM	

Chair	<u>MM</u>	_____
Member	<u>[Signature]</u>	_____
Member	<u>[Signature]</u>	_____



Yellowstone County Commissioners  
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# Hire/Personnel Action Form

MAR 17 2025

## Employee Information

Employee  
Zac Malcolm

## Hire Information

Position Details	Hire Req#	Job Type
Detention Officer (D) (5090)	202300188	Full-Time Regular
Person ID	Job Class	Pay Rate
60704074	Detention Officer (D)	\$24.07
Department	Job Class#	HireDate
Sheriff's Office	5090	3/31/25

## Comments

Funding: 2300.136.420200.111 @100%  
Replaces: Reichert

## Approvals

HUMAN RESOURCES	Dwight Vigness	3/14/25 1:22 PM	Commissioners Action
FINANCE	JENNIFER JONES	3/15/25 8:28 AM	

Chair	<u>MM</u>	_____
Member	<u>JD</u>	_____
Member	<u>MD</u>	_____

Commissioners Action  
Approve Disapprove

Yellowstone County Commissioners  
RECEIVED

Employer logo

# Hire/Personnel Action Form

MAR 18 2025

## Employee Information

Employee  
Alison Funk

## Hire Information

Position Details	Hire Req#	Job Type
Legal Assistant (E) (3050)	202300269	Full-Time Regular
Person ID	Job Class	Pay Rate
61454066	Legal Assistant (E)	\$21.74
Department	Job Class#	HireDate
County Attorney's Office	3050	4/7/25

Division  
N/A

## Comments

2301-122-411100-111 - 100% - Replaced Kaitlin Sebastian

## Approvals

HUMAN RESOURCES	Dwight Vigness	3/17/25 4:51 PM
FINANCE	JENNIFER JONES	3/17/25 6:21 PM

Commissioners Action  
Approve Disapprove

Chair	<u>MM</u>	_____
Member	<u>MSW</u>	_____
Member	<u>[Signature]</u>	_____

MAR 18 2025

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: Mattieu Mattheis Effective Date: 03/01/2025  
Current Title: Detention Officer/FTO Gr.     Salary \$ 27.88  
Title Change: Corporal/FTO Gr.     Salary \$ 29.25

Check as Applicable:

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

Other: corrected PAR XX Reclassification:      
Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account      
Percent     Split Account      
[Signature] 03/12/2025  
Elected Official/Department Head     Date    

Section 2

Human Resources: Finance:  
Note:     Note:      
    Director     Date     Director     Date      
    H.R. Comments:     Commissioner's Action  
    Approve     Disapprove    

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

MAR 18 2025

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: Hojae Chung Effective Date: 3/21/25  
Current Title: Senior Deputy Dir Gr. K Salary \$ 43,680/hour  
Title Change: Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

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

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

Funding 2201-122-41100 - 111 Percent 100 New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
3-17-25  
Elected Official/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Section 2

Finance:

Human Resources: \_\_\_\_\_ Note: \_\_\_\_\_  
Director 3-17-25 Director 3-17-25 Date \_\_\_\_\_  
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 \_\_\_\_\_

MAR 18 2025

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: Robert Stinson Effective Date: 3-12-25  
 Current Title: Equipment Operator II Gr.      Salary \$ 26.00  
 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 Name                      Demotion:       
 New Budgeted Position                      Reclassification:       
 Other:                     

Funding: 2110 - 401 - 430200 - 110 Percent      New Account       
 Percent      Split Account     

Cindy                      3-13-25  
 Elected Official/Department Head Date

Section 2

Human Resources:

Finance:

Note:                       
Wiegman 3-17-25  
 Director Date

Note:                       
James 3-17-25  
 Director Date

H.R. Comments:                     

Commissioner's Action  
 Approve      Disapprove     

Chair MM  
 Member MIN  
 Member JD

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

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

MAR 18 2025

Section 1

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

Name: Hole Kuntz Effective Date: 3/28/25  
Current Title: Facilities Director (A) Gr. I Salary \$ 82,420.00  
Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time: \_\_\_\_\_ 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: 5810522-410442 - 111 Percent 100 New Account \_\_\_\_\_  
Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
[Signature] 3/2/25  
Elected Official/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Section 2

Human Resources: \_\_\_\_\_ Finance: \_\_\_\_\_

Note: \_\_\_\_\_  
[Signature] 3-17-25 3-17-25  
Director \_\_\_\_\_ Director \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

H.R. Comments: \_\_\_\_\_  
Commissioner's Action  
Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Chair MM \_\_\_\_\_  
Member MMW \_\_\_\_\_  
Member [Signature] \_\_\_\_\_

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



YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

MAR 19 2025

Section 1

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

Name: Yuliyia Johnson

Effective Date: 3/31/25

Current Title: TCU

Gr. 7 Salary \$ 26,98

Title Change: \_\_\_\_\_

Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

Check as Applicable:

Regular Full Time: 2

New Hire: \_\_\_\_\_

Regular Part Time: \_\_\_\_\_

Rehire: \_\_\_\_\_

Temp Full Time: \_\_\_\_\_

Termination:

Temp Part Time: \_\_\_\_\_

Seasonal Hire: \_\_\_\_\_

Promotion: \_\_\_\_\_

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

Transfer: \_\_\_\_\_

Name \_\_\_\_\_

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

Demotion: \_\_\_\_\_

Other: Resign

Reclassification: \_\_\_\_\_

Funding: 2399 - 235 - 470250 - 111

Percent 100% New Account \_\_\_\_\_

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

A. B. D.

3-18-25

Elected Official/Department Head \_\_\_\_\_

Date \_\_\_\_\_

Section 2

Human Resources: \_\_\_\_\_

Finance: \_\_\_\_\_

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

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

Stignin 3-18-25  
Director Date

Jul Jones 3-19-25  
Director Date

H.R. Comments: \_\_\_\_\_

Commissioner's Action  
Approve Disapprove

Chair MM

Date entered in payroll \_\_\_\_\_

Clerk & Recorder - original

Member MM

Human Resources - canary

Member JD

Auditor - pink

Department - goldenrod