



APR 09 2025

Hire/Personnel Action Form

Employee Information

Employee
Russell Burton

Hire Information

Position Details	Hire Req#	Job Type
Comptroller (J) (6080-FI)	202500293	N/A
Person ID	Job Class	Pay Rate
62188297	Comptroller (J)	\$84,000.00
Department	Job Class#	HireDate
Finance	6080-FI	4/16/25
Division		
N/A		

Comments

1000.111.410510.111 100% replaces K. Bryan FTE (retiring 5/15/25)

Approvals

HUMAN RESOURCES	Dwight Vigness	4/9/25 8:37 AM	Commissioners Action
FINANCE	JENNIFER JONES	4/9/25 8:47 AM	<u>Approve</u> <u>Disapprove</u>
			Chair <u>MM</u> _____
			Member _____
			Member <u>DB</u> _____

APR 08 2025

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

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

Name: John Jones Effective Date: 4/18/2025
Current Title: Deputy Sheriff Gr. Salary \$ 32.23
Title Change: Gr. Salary \$

Check as Applicable:

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

Other:

Funding: 2300 - 134 - 420150 - 111 Percent 100 New Account
 - - - - - Percent Split Account

04/03/2025

Elected Official/Department Head

Date

Section 2

Human Resources:

Finance:

Note:
 4-8-25 Date
Director

Note:
 4-8-25 Date
Director

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

revised 02/13

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 08 2025

Section 1

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

Name: Seremiah Haubenreiser Effective Date: 4/3/25
Current Title: Event Maint Worker Gr: D/E Salary \$ 22.25
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: ☒
Promotion: ☐
Transfer: ☐
Demotion: ☐
Reclassification: ☐

Funding: 5810 - 554 - 460442 - 111 Percent 100% New Account _____
Percent _____ Split Account _____
[Signature] 4/3/25
Elected Official/Department Head Date

Section 2

Human Resources: _____ Finance: _____
Note: _____ Note: _____
[Signature] 4-8-25 [Signature] 4-8-25
Director Date 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

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 07 2025

Section 1

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

Name: Shauna Chervelin Effective Date: 4/1/25
Current Title: JCN Gr. 7 Salary \$ 27.10
Title Change: _____ Gr. _____ Salary \$ - .70
26.40

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: no longer overnight

Funding: 2399 - 235 - 420250 - 111 Percent 100% New Account _____
Percent _____ Split Account _____

ABD _____ Date 4-1-25
Elected Official/Department Head

Section 2

Human Resources:

Finance:

Note: _____
St. Vignier 4-1-25 _____
Director Date

Note: _____
Paul Jones 4-10-25 _____
Director Date

H.R. Comments: _____

Commissioner's Action
Approve _____ Disapprove _____

Chair HH _____
Member MSW _____
Member A _____

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

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 07 2025

Section 1

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

Name: Jamie Dabree Effective Date: 4-1-2025
Current Title: Data Base Coordinator Gr. Salary \$ 87,403.35
Title Change: Gr. Salary \$ 91,773.52

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:
Name Demotion:
New Budgeted Position

Other: Addition Duties - Spk

Funding: Percent New Account
 Percent Split Account
St. Joseph 4/4/25
Elected Official/Department Head Date

Section 2

Human Resources:

Finance:

Note:
 4-4-25
Director Date

Note:
 4.6.25
Director Date

H.R. Comments:

Commissioner's Action
Approve Disapprove

temp duties with hrs
development and assisting
E.T. Director w- projects

Chair MM
Member MSW
Member GA

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