



APR 09 2025

## Hire/Personnel Action Form

### Employee Information

Employee  
Russell Burton

### Hire Information

Position Details	Hire Req#	Job Type
Comptroller (J) (6080-FI)	2025000293	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

			Commissioners Action	
			Approve	Disapprove
HUMAN RESOURCES	Dwight Vigness	4/9/25 8:37 AM	<u>WA</u>	—
FINANCE	JENNIFER JONES	4/9/25 8:47 AM	<u>WA</u>	—
			<u>WA</u>	—
			<u>WA</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  
 Current Title: Deputy Sheriff  
 Title Change: \_\_\_\_\_

Effective Date: 4/18/2025  
 Gr. \_\_\_\_ Salary \$ 32.23  
 Gr. \_\_\_\_ Salary \$ \_\_\_\_\_

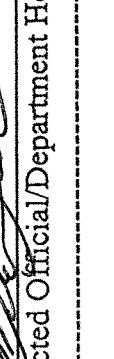
**Check as Applicable:**

Regular Full Time: xx  
 Regular Part Time: \_\_\_  
 Temp Full Time: \_\_\_  
 Temp Part Time: \_\_\_  
 Seasonal Hire: \_\_\_  
 Replaces position \_\_\_  
 Name New Budgeted Position \_\_\_  
 Other: \_\_\_

New Hire: \_\_\_  
 Rehire: \_\_\_  
 Termination: xx  
 Voluntary Promotion: \_\_\_  
 Transfer: \_\_\_  
 Demotion: \_\_\_  
 Reclassification: \_\_\_

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: John Jones 4/8/25  
 Director John Jones Date 4/8/25  
 Commissioner's Action  
Approve Disapprove

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

Chair MF \_\_\_  
 Member MSW \_\_\_  
 Member JL \_\_\_

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

revised 02/13

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

## Section 1

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

Name: Ceramic Painter Effective Date: 4/3/25Current Title: Event Painter Gr. D/E Salary \$ 22,25

Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

## 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 New Budgeted Position  Demotion: Other:  Reclassification: Funding: 5810 - 554-44000A - 111 Percent 0% New Account   
           -        Percent        Split Account 4/3/25  
Elected Official/Department Head  Date 4/3/25

## Section 2

Human Resources:

Finance:

Note: John Jones 4-8-25 Director Date 4/8/25  
Director Date Commissioner's Action  
H.R. Comments:  Approve  DisapproveChair MJ   
Date entered in payroll   
Clerk & Recorder - original   
Human Resources - canary   
Auditor - pink   
Department - goldenrod Member JKW   
Member JH   
revised 02/13

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: Shakka Chevalier

Effective Date: 4/1/25

Current Title: JCN

Gr. 7

Salary \$ 27.10

Title Change:  

Gr.  

Salary \$ - .70  
.40

Check as Applicable:

Regular Full Time:

—

Regular Part Time:

—

Temp Full Time:

—

Temp Part Time:

—

Seasonal Hire:

—

Replaces position

—

Name  

—

New Budgeted Position  

—

Other: No longer on night

Reclassification:  

Funding: 2399 - 235 - 410250 - 111 Percent 100% New Account    
  -   -   Percent   Split Account  

A. B. H.  
Elected Official/Department Head

Date 4-1-25

Section 2

Human Resources:

Finance:

Note: Julie Jones 4-1-25  
Director    
Date  

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

Chair 44

—

Date entered in payroll  

Clerk & Recorder - original  
Human Resources - canary  
Auditor - pink  
Department - goldenrod

Member MWN

—

Member J

—

YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT

Section 1

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

Name: Jamie DeBoile Effective Date: 4-1-2025  
Current Title: Data Base Coordinator Gr.    Salary \$ 87,403.35  
Title Change:    Gr.    Salary \$ 91,713.52

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 - 5% Reclassification:   
  
Funding:  Percent    New Account   
 Percent    Split Account   
K. Zorn  
Elected Official/Department Head    Date 4/1/25

Section 2

Human Resources: Finance:  
Note: all forms 4-1-25  
Director Date Commissioner's Action  
S. Lyman 4-4-25 Approve Disapprove  
Z.T. Director and operating  
development and operating  
Chair MW Member MW  
Date entered in payroll \_\_\_\_\_  
Clerk & Recorder - original \_\_\_\_\_  
Human Resources - canary \_\_\_\_\_  
Auditor - pink \_\_\_\_\_  
Department - goldenrod revised 02/13