

**PERSONNEL ACTION FORM
COUNTY OF BURNET, TEXAS**

To: Burnet County Human Resource Department

Employee # 4298

From (Elected Official/Department Head): BRYAN WILSON

Date: 4/7/2026

EMPLOYEE NAME: STEPHANIE ELLIS

POS: 490-011

Check Appropriate:

New Hire

Promotion

Longevity Increase

New Position

Merit Raise %

Separation (circle one)

-Resignation

-Retirement

-Reduction in Force

-Discharge*

Re-Hire

Demotion*

Suspension w/Pay*

Reclassification of Position

Probationary Period Ending

Transfer

Suspension w/o Pay*

☒ Other INTERIM POSITION

*Remarks section should include circumstances surrounding action.

Group: FROM GROUP 58 STEP 5

Title: ELECTIONS CLERK

Hourly Rate: \$23.65

Fund: 100

Dept: 4900-1040

Group: TO GROUP 72 STEP 1

Title: INTERIM ELECTIONS ADMINISTRATOR

Hourly Rate: \$41.56

Fund: 100

Dept: 4900-1040

Hire Date: 7/5/2022

Date in Position: 4/6/2026

Effective Date: 4/6/2026

Remarks: INTERIM ELECTIONS ADMINISTRATOR

Signature (Department Head): _____

THE ABOVE PERSONNEL ACTION REQUEST:

☒ falls within Burnet County's Compensation Program guidelines.

☐ does NOT fall within Burnet County's Compensation Program guidelines and is being referred to the Human Resource Committee for review on
Date: _____

This request does not fall within the guidelines because: _____

Burnet County Human Resource Dept.

Date

THE ABOVE PERSONNEL ACTION REQUEST:

☐ falls within Burnet County's Adopted Budget. FY

Burnet County Auditor's Office

Date

COMMENTS:

PROCESSING:

Received in HR's office for processing: _____ (date)