

# RESOLUTION ROUTING SHEET

Date Prepared: 12/16/2021

Need Date: 12/17/2021

**PROCESSING DEPARTMENT:**

Department: Human Resources

Contact Name: Michael Reddin

Phone: 5531

Email Address: michael.reddin@edcgov.us

Department Head Signature: Joseph Carruesco Digitally signed by Joseph Carruesco  
Date: 2021.12.16 20:16:15 -08'00'

Requesting Department: Human Resources Org Code: 0800000

Service Requested: Resolution Review

Description:  
Probation Department allocation add/deletes. Delete vacant 1.0 FTE Sr. Office Assistant and vacant 1.0 FTE Legal Secretary. Add 2.0 FTE Probation Assistants.

**COUNTY COUNSEL:**

Approved:  Disapproved:  Date: \_\_\_\_\_

County Counsel Signature: Roger A. Runkle Digitally signed by Roger A. Runkle  
Date: 2021.12.17 10:13:20 -08'00'

County Counsel Comments:

HR APPROVAL: N/A (Resolution)

RISK MANAGEMENT: N/A (Resolution)

**PLEASE EMAIL CHANGES/APPROVAL TO DEPARTMENT CONTACT**