

**REVIEW AND APPROVAL REQUESTED FOR:**

Contract  Amendment  Resolution  Ordinance  Policy  Other

**County Counsel  
REVIEW ROUTING SHEET**

Date Prepared: 2/12/26

Need Date: 2/26/26

**PROCESSING DEPARTMENT**

Department: Human Resources  
Dept Contact: Michael Reddin  
Phone: 5531  
Dept. Signature: Joseph Carruesco  
Title: HR Director

Org Code: 0800000  
Funding Source: TBD  
PL String: TBD  
Legistar #: Pending

**CONTRACT INFORMATION**

CONTRACT #: \_\_\_\_\_

CONTRACT AMENDMENT #: \_\_\_\_\_

Contracting Department: \_\_\_\_\_

Contractor/Vendor Name: \_\_\_\_\_

Contract Term: \_\_\_\_\_ Contract Value: \_\_\_\_\_

*Note - HR & RISK review will take place during Fenix Contract workflow - amendments see below.*

**ORDINANCE/RESOLUTION/POLICY INFORMATION**

TITLE / SUBJECT: Bargaining Unit Modification

NUMBER (If Assigned): \_\_\_\_\_

**DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL**

Modify the BU of a vacant Admin Analyst I/II in CAO to Confidential (CO) based on scope of work.

**COUNTY COUNSEL**

Approved  Disapproved  Date: 2/23/26  
Approved  Disapproved  Date: \_\_\_\_\_

By: Stephen L. Mansell Digitally signed by Stephen L. Mansell  
Date: 2026.02.23 15:56:23 -08'00'  
By: \_\_\_\_\_

**COMMENTS**

**CONTRACT AMENDMENT ONLY**

**HR APPROVAL**

Compliance with Human Resources requirements? Yes:  No:   
Compliance verified by: \_\_\_\_\_

**RISK APPROVAL**

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

**COMMENTS**