

# RESOLUTION ROUTING SHEET

Date Prepared: 2/23/21

Need Date: 2/25/21

**PROCESSING DEPARTMENT:**

Department: Human Resources

Contact Name: Elise Hardy

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Department Head Signature: Tameka Usher

Digitally signed by Tameka Usher  
Date: 2021.02.23 14:14:01 -08'00'

Requesting Department: Human Resources

Org Code: 0800000

Service Requested: Resolution Review

Description:  
Lateral Reclass of 1.0FTE Legal Office Assistant; Addition of 1.0FTE Sr. Office Assistant; Abolish Legal Office Assistant I/II classification; Title Change for Quality Improvement Coordinator to Emergency Medical Services Coordinator.

**COUNTY COUNSEL:**

Approved:

Disapproved:

Date: 2/23/2021

County Counsel Signature: /s/ Stephen Mansell

County Counsel Comments:

HR APPROVAL: N/A (Resolution)

RISK MANAGEMENT: N/A (Resolution)

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