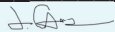


REVIEW AND APPROVAL REQUESTED FOR:

☐ Contract ☐ Amendment ☐ Resolution ☐ Ordinance ☐ Policy ☐ Other

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 12/18/25Need Date: 12/19/25**PROCESSING DEPARTMENT**

Department: Human Resources
Dept Contact: Monique Heredia
Phone: x5518
Dept. Signature: 
Title: HR Director

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

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: _____

NUMBER (If Assigned): _____

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL

Delete Administrative Technician and add Human Resources Analyst I/II as a
result of upward reclassification

COUNTY COUNSEL

Approved ☒ Disapproved ☐ Date: 12/22/25 By: Stephen L. Mansell
Approved ☐ Disapproved ☐ Date: _____ By: _____

Digitally signed by Stephen L. Mansell
Date: 2025.12.22 10:55:50 -08'00'

COMMENTS Approved as revised. Note: CO to CO reclass.

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 _____