

**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: J. A. H. Digitally signed by Joseph Carruesco  
Date: 2025.12.18 10:37:07 -08'00'  
 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 Digitally signed by Stephen L. Mansell  
Date: 2025.12.22 10:55:50 -08'00'  
 Approved  Disapproved  Date: \_\_\_\_\_ By: \_\_\_\_\_

**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** \_\_\_\_\_