

REVIEW AND APPROVAL REQUESTED FOR:

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

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 10/6/25Need Date: 10/9/25**PROCESSING DEPARTMENT**

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

Org Code: 0800000
Funding Source: TBD
PL String: TBD
Legistar #: 25-1755

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 INFORMATIONTITLE / SUBJECT: New Job Classification - Airport Operations Officer

NUMBER (If Assigned): _____

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL

Create new job class of Airport Ops Officer, and add 1.0 FTE allocation to CAO authorized allocations.

COUNTY COUNSEL

Approved ☒ Disapproved ☐ Date: 10/7/25
Approved ☐ Disapproved ☐ Date: _____

By: Stephen L. Mansell Digitally signed by Stephen L. Mansell
Date: 2025.10.07 10:11:29 -07'00'
By: _____

COMMENTS Approved as revised.**CONTRACT AMENDMENT ONLY****HR APPROVAL**Compliance with Human Resources requirements? Yes: ☐ No: ☐

Compliance verified by: _____

RISK APPROVAL

Approved ☐ Disapproved ☐ Date: _____
Approved ☐ Disapproved ☐ Date: _____

By: _____
By: _____

COMMENTS _____