

REVIEW AND APPROVAL REQUESTED FOR:

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

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 6/19/25Need Date: 6/25/25**PROCESSING DEPARTMENT**

Department: Human Resources
Dept Contact: Monique Heredia
Phone: x5518
Dept. Signature: Joseph Carruesco
Title: _____

Org Code: 0800000
Funding Source: _____
PL String: _____
Legistar #: 25-1194

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

Modifying the bargaining unit for one position in the Department of Child Support Services.
Administrative Technician from GE to CO. The total of CO designations will increase to two until
the Executive Assistant class (currently vacant) is deleted with FY 25/26 budget cycle.

COUNTY COUNSEL

Approved ☒ Disapproved ☐ Date: 6/25/25
Approved ☐ Disapproved ☐ Date: _____

By: Stephen L. Mansell Digitally signed by Stephen L. Mansell
Date: 2025.06.25 13:34:16 -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 _____