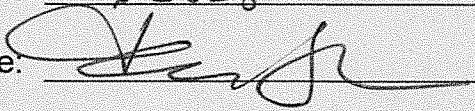


CONTRACT ROUTING SHEET

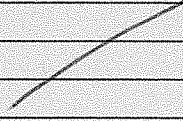
Date Prepared: 7/9/18

Need Date: 7/12/18

PROCESSING DEPARTMENT:

Department: Human Resources
Dept. Contact: Katie Lee
Phone #: x5628
Department Head Signature: 

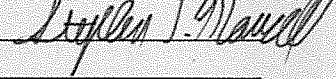
CONTRACTOR:

Name: _____
Address: _____
Phone: 

CONTRACTING DEPARTMENT: HR

Service Requested: Review RESO for probation Dept. Add/Delete - EXEC ASST
Contract Term: _____ Contract Value: \$0.00 L+J
Compliance with Human Resources requirements? Yes: _____ No: _____
Compliance verified by: _____

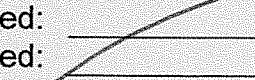
COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: Disapproved: _____ Date: 7/10/18 By: 
Approved: _____ Disapproved: _____ Date: _____ By: _____

EL DORADO COUNTY COUNSEL
2018 JUL -9 AM 9:38

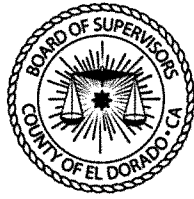
PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved:  Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____



RESOLUTION NO.

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, in accordance with Section 1302 of the County of El Dorado Personnel Rules Resolution #015-2014 applicable to represented employees, and Section 401 of the El Dorado County Salary and Benefits Resolution #039-2018 applicable to unrepresented employees, the Board of Supervisors shall by Resolution specify the number and classification of all authorized positions for each department of the County.

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors of the County of El Dorado authorizes the Director of Human Resources to make any technical corrections if needed.

BE IT FURTHER RESOLVED, that the Board does hereby adopt the allocation change and amends the Authorized Personnel Allocation Resolution #132-2018 as set forth below, effective the first pay period following adoption.

Allocation Change						
Department	Job Class No.	Class Title	Departmental Total Positions			
			Allocated	Filled	Proposed	New Allocation
Probation	2112	Executive Secretary	1.0	0.0	-1.0	0.0
Probation	2721	Executive Assistant – Law & Justice	0.0	0.0	+1.0	1.0

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the ____ day of _____, 2018, by the following vote of said Board:

Ayes:

Attest:
James S. Mitrisin
Clerk of the Board of Supervisors

Noes:
Absent :

By: _____
Deputy Clerk

Michael Ranalli, Chair, Board of Supervisors