

RESOLUTION ROUTING SHEET

Date Prepared: 4/26/23

Need Date: 4/28/23

PROCESSING DEPARTMENT:

Department: Human Resources

Contact Name: Michael Reddin

Phone: 5531

Email Address: michael.reddin@edcgov.us

Department Head Signature: Joseph Carruesco Digitally signed by Joseph Carruesco
Date: 2023.04.26 13:14:39 -07'00'

Requesting Department: Human Resources Org Code: 0800000

Service Requested: Resolution Review

Description:
Resolution to delete a vacant Executive Assistant allocation and add an Administrative Technician with Confidential designation.

COUNTY COUNSEL:

Approved:

Disapproved:

Date: 5/1/2023

County Counsel Signature: Stephen Mansell Digitally signed by Stephen Mansell
Date: 2023.05.01 16:31:28 -07'00'

County Counsel Comments:
Approved as revised.

HR APPROVAL: N/A (Resolution)

RISK MANAGEMENT: N/A (Resolution)

PLEASE EMAIL CHANGES/APPROVAL TO DEPARTMENT CONTACT