

REVIEW AND APPROVAL REQUESTED FOR:

Contract Amendment Resolution Ordinance Policy Other

County Counsel
REVIEW ROUTING SHEET

Date Prepared: 12/24/25Need Date: 1/9/26**PROCESSING DEPARTMENT**

Department: Human Resources
 Dept Contact: Mike Reddin
 Phone: 5531
 Dept. Signature: Joseph Carruesco Digital signature by Joseph Carruesco
Date: 2025.12.29 08:04:34 -08'00'
 Title: HR Director

Org Code: 0800000
 Funding Source: _____
 PL String: N/A
 Legistar #: 26-0132

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: Public Defender Personnel Reclassification
 NUMBER (If Assigned): TBD

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL

Upward reclass of Investigative Asst in Public Defender to Investigator (Public Defender) based on classification study complete by Human Resources. Also, increasing a vacant 0.9 FTE to 1.0 FTE for recruitment purposes.

COUNTY COUNSEL

Approved Disapproved Date: 1/7/26
 Approved Disapproved Date: _____

By: Stephen L. Mansell Digital signature by Stephen L. Mansell
Date: 2026.01.07 14:59:30 -08'00'
 By: _____

COMMENTS _____**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 _____