

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
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 INFORMATIONTITLE / SUBJECT: Public Defender Personnel ReclassificationNUMBER (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 Digitally signed 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