

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 ResourcesOrg Code: 0800000Dept Contact: Monique Heredia

Funding Source: _____

Phone: x5518

PL String: _____

Dept. Signature: Joseph Carruesco
Digitally signed by Joseph Carruesco
Date: 2025.06.19 16:19:09 -0700'Legistar #: 25-1194/25-1403

Title: _____

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 -0700'
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 _____