

**REVIEW AND APPROVAL REQUESTED FOR:**

☐ Contract ☐ Amendment ☒ Resolution ☐ Ordinance ☐ Policy ☐ Other

**County Counsel  
REVIEW ROUTING SHEET**

Date Prepared: 7/8/25Need Date: 7/11/25**PROCESSING DEPARTMENT**

Department: Human Resources  
Dept Contact: Michael Reddin  
Phone: 5531  
Dept. Signature: Joseph Carruesco  
Title: HR Director

Org Code: 0800000  
Funding Source: \_\_\_\_\_  
PL String: \_\_\_\_\_  
Legistar #: 25-1277

**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: Create new job spec - Records TechnicianNUMBER (If Assigned): TBD**DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL**

Reso to establish new job spec of Records Tech, create salary range, and designate bargaining unit. Additionally, add 1.0 FTE to Board of Supervisor personnel allocations

**COUNTY COUNSEL**

Approved ☒ Disapproved ☐ Date: 7/10/25  
Approved ☐ Disapproved ☐ Date: \_\_\_\_\_

By: Stephen L. Mansell Digitally signed by Stephen L. Mansell  
Date: 2025.07.10 11:46:18 -07'00'  
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**