

# RESOLUTION ROUTING SHEET

Date Prepared: 3/11/2024

Need Date: 3/25/2024

**PROCESSING DEPARTMENT:**

Department: Human Resources

Contact Name: Monique Heredia

Phone: x5518

Email Address: monique.heredia@edcgov.us

Department Head Signature: Joseph Carruesco Digitally signed by Joseph Carruesco  
Date: 2024.03.11 14:50:34 -07'00'

Requesting Department: Child Support Services Org Code: 4000000

Service Requested: Resolution Review

Description:  
Add one (1.0) Full Time Equivalent (FTE) Office Assistant I/II allocation in the Child Support Services Department AND Delete one (1.0) Full Time Equivalent (FTE) Child Support Investigator I/II allocation in the Child Support Services Department.

**COUNTY COUNSEL:**

Approved:

Disapproved:

Date: 3/15/2024

County Counsel Signature: Stephen Mansell Digitally signed by Stephen Mansell  
Date: 2024.03.15 13:10:13 -07'00'

County Counsel Comments:

HR APPROVAL: N/A (Resolution)

RISK MANAGEMENT: N/A (Resolution)

**PLEASE EMAIL CHANGES/APPROVAL TO DEPARTMENT CONTACT**