

REVIEW AND APPROVAL REQUESTED FOR:

Contract Amendment Resolution Ordinance Policy Other

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 2/10/26

Need Date: 2/24/26

PROCESSING DEPARTMENT

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

Org Code: 0800000
Funding Source: Pending
PL String: _____
Legistar #: TBD

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: Chief Communications Officer Class Spec Adoption
NUMBER (If Assigned): TBD

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSEL

Create new job spec for Chief Communication Officer, and reclassify an incumbent Deputy Chief Administrative Officer into the newl added allocation within the Chief Administrative Office

COUNTY COUNSEL

Approved Disapproved Date: 2/23/26
Approved Disapproved Date: _____

By: Stephen L. Mansell Digitally signed by Stephen L. Mansell
Date: 2026.02.23 14:18:38 -08'00'
By: _____

COMMENTS

CONTRACT AMENDMENT ONLY

HR APPROVAL

Compliance with Human Resources requirements? Yes: No:
Compliance verified by: _____

RISK APPROVAL

Approved Disapproved Date: _____ By: _____
Approved Disapproved Date: _____ By: _____

COMMENTS