

# RESOLUTION ROUTING SHEET

Date Prepared: 11/15/2024

Need Date: 12/2/24

**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: 2024.11.19 12:29:24 -08'00'

Requesting Department: Human Resources Org Code: 0800000

Service Requested: Resolution Review

Description:  
Add one (0.5) Full Time Equivalent (FTE) Limited Term Program Assistant in the Health and Human Services Agency. Limited Term anticipated expiration date in March of 2026.

**COUNTY COUNSEL:**

Approved:

Disapproved:

Date: 11/27/2024

County Counsel Signature: Stephen Mansell Digitally signed by Stephen Mansell  
Date: 2024.11.27 14:43:55 -08'00'

County Counsel Comments:

HR APPROVAL: N/A (Resolution)

RISK MANAGEMENT: N/A (Resolution)

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