



Keyed 9/22/2025 NV

JOB CHANGE INFORMATION

Department	Dept/Div No.	First Hire Date	Hire Seniority Date	Service Date
Board Supe	0110	10-FEB-2025	10-FEB-2025	10-FEB-2025
Employee Name (Last, First, Middle Initial)	Employee ID	Work Phone	Leave Plan	
Ortega, Jennifer Natalie	00036728	559/600-5000	AL04	

Effective Date	Seq	Action	Reason
10-FEB-2025	0	Termination ✓	Other - Involuntary ✓
9/20/2025 ✓		☐ Promotion ☐ Demotion ☐ Transfer	☐ Position Change ☐ Employee Status ☐ Pay Rate Change ☐ Leave of Absence ☐ Term Employment ☐ Return from Leave ☐ Disciplinary Action ☐ Other

Position Number	Posn Group	Job Title	JCN	JCN Family
01100006	06	Board Member Assistant	0420	0420

Hol	Officer Code	Union Code	FLSA	Pay Group	Emp Type	Work Locn	License/Certif	Lic Expire Date
REG	N - None	UNR	E	REG	H	CAA		

FTE / Std Hrs	Grade	/Step	Range	Hourly Rate	Biweekly Comp	Annual
1 / 40.00	0420	6	2,485.00	39.6375	3,171.000	82,446.00

Last Date Worked	Return Date	Prob End Date	Review Date	Pay Period Counter
9/5/2025-LDW ✓			02-FEB-2026	15
9/19/2025-LDP ✓				

Comments
Effective 9/20/2025 EE was release from County of Fresno service as an unclassified (at will) employee. ✓
Notice of termination verbally administered by Daniel Gai on 9/5/25. JCT ✓
No evaluations on file. JCT ✓
REH-YES

Abel Muel ✓ 9/19/25
Department Signature Date

ERH
No Evals
EE was verbally released

HUMAN RESOURCES DEPARTMENT

☐ Approved

☐ Denied

Justin Tolman
Human Resources Dept



09/22/2025

Date

Certification Number

Medical Clearance

NV 9/22/2025

Data Reviewed



✓ **ELIGIBILITY
FOR REHIRE FORM**

[✉ Email Me]
Double click!

Department Instructions

To determine rehire eligibility pursuant to Administrative Policy No. 73 and Personnel Rules 4400, please complete this form for all employees leaving County service. Forms must be included with a completed Job Change Information (JCI) form and submitted to the Department of Human Resources at hrroster@fresnocountyca.gov within three (3) business days of the department's receipt of separation.

Employee Details

Employee Name: Jennifer Natalie Ortega ✓

Employee ID: 00036728

Job Title: Board Member Assistant

Rehire Eligibility (select one)

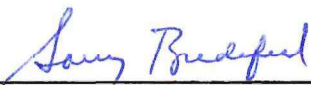
Employee is eligible for rehire because:

- ✓
- ☐ Employee left in good standing.
 - ✓ ☒ Employee was rejected during their probationary, provisional, or unclassified (at-will) appointment. Select this box only if the rejection was **not** related to misconduct.

Employee is not eligible for rehire because:

- ☐ Employee failed to provide two weeks' notice prior to resignation, **and** the short notice was **not deemed** acceptable by the Department Head. A memo justifying why the short notice was not deemed acceptable must be attached.
- ☐ Employee was rejected during their probationary, provisional, or unclassified (at-will) appointment due to misconduct. A memo addressing the misconduct must be attached.
- ☐ Employee resigned or retired from County service in lieu of discipline **or** employee was dismissed from County service. Disciplinary order or agreement must be attached.

Department Authorization

Dept. Head/Designee Signature:  ✓  [✉ Sign] Double click!

Human Resources – Employee Benefits Authorization

If employee is deemed ineligible for rehire, please provide secondary review and complete the section below, otherwise leave this section blank.

☒ Eligible for Rehire ☐ Not Eligible for Rehire

Reviewer Comments: _____

HR Signature:  09/22/2025 [✉ Sign] Double click!