



Contra Costa County Position Adjustment Resolution (PAR) Form

This form is to be completed for midyear Position Adjustment Requests, for consideration outside the County's annual budget development process, per Administrative Bulletin No. 400 Section IV.C

I. DEPARTMENT REQUEST

Agency and Dept Name: CCA19 Employment and Human Services Dept No(s). 0504 Org No(s). 5450
Action Type: Add Position(s) Net FTE Change: 1.00 Proposed Effective Date: 02/01/2026

Action Requested:

Add one Clerk-Senior Level to provide support for the Workforce Services Bureau in the Employment and Human Services Department.

Use an additional sheet for further explanation or comments.

Fiscal Impact:

Cost is within Department's Budget: ☒ Yes ☐ No

Total Annual Cost: \$ 92,895.00

Total this FY: \$ 46,448.00

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: See Attachment

Total One-Time Cost:

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26566

Comments:

Released to HR for further study/review

Shan Whitney

(for) Department Head

01/07/2026

Date

Maureen Carapia

(for) County Administrator

01/27/2026

Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

HR Recommendation(s): Add one Clerk-Senior Level to provide support for the Workforce Services Bureau in the Employment and Human Services Department.

Gladys Reid

(for) Director of Human Resources

01/29/2026

Date

IV. COUNTY ADMINISTRATOR APPROVAL

Approve HR Department Recommendation(s): ☒ Yes ☐ No ☐ N/A

If No or N/A, CAO Recommendation(s):

BOS Approval Required: ☒ Yes ☐ No

Effective: ☒ Day following Board Approval

☐ Date: _____

Danielle Fokkema

(for) County Administrator

02/25/2026

Date

V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution: ☐ ADOPTED ☐ OTHER ACTION: _____

Monica Nino, Clerk of the Board of Supervisors
and County Administrator

By: _____

Date: _____