



# 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: CCA18 Health Services      Dept No(s). 0540      Org No(s). 6505  
Action Type: Reallocate salary      Net FTE Change: 0.00      Proposed Effective Date:

### Action Requested:

Adopt Position Adjustment Resolution 26478 to reallocate the salary of Chief Operations Officer – Exempt (VWD1) in salary plan and grade B8L 2449 (\$19,742) to a five-step (5-step) salary plan of at five percent (5%) incremental annual base salary range beginning at \$23,690.06 monthly and adopt a seven and one-half percent (7.5%) pay differential added to the base salary for incumbent exclusively assigned to the Contra Costa Health Plan bringing annual pay compensation to \$25,466.81 monthly. (unrepresented)

*Use an additional sheet for further explanation or comments.*

### Fiscal Impact:

Cost is within Department's Budget:  Yes  No

Total Annual Cost: \$ 170,031.97

Total this FY: \$ 113,354.65

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: Cost increase- Hospital Enterprise Fund I

Total One-Time Cost:

## II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26478

### Comments:

Released to HR for further study/review

Mary Jane De Jesus-Saepharn      07/28/2025  
(for) Department Head      Date

Jason Chan      07/28/2025  
(for) County Administrator      Date

## III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

ADOPT Position Adjustment Resolution No. 26478 to reallocate the salary of the Chief Operations Officer - Exempt (VWD1) classification to a five-step (5-step) salary plan with five percent (5%) increments between steps at salary plan and grade BL8 2449 (\$23,500 - \$28,564) in the Health Services Department; and ADOPT Resolution No. 2025-364 to MODIFY section 40.10 of the Unrepresented Management Benefits Resolution No. 23-554 to remove Chief Operations Officer-Exempt from the list of classes eligible for On Call and Call Back Pays. (unrepresented)

(for) Director of Human Resources: Lauren Ludwig      Date: 10/20/2025

## IV. COUNTY ADMINISTRATOR APPROVAL

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

*If No or N/A, CAO Recommendation(s):* Reallocation OK. Hold on Resolution 2025-364.

BOS Approval Required:  Yes       No

Effective:  Day following Board Approval  
 Date: \_\_\_\_\_

Jason Chan      10/30/2025  
(for) County Administrator      Date

## V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution:  ADOPTED       OTHER ACTION: \_\_\_\_\_

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

By:   
Date: 11-04-2025