



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: CCA43 Public Defender

Dept No(s). 0243 Org No(s). 2909

Action Type: Add Position(s)

Net FTE Change: 2.00

Proposed Effective Date: 10/22/2025

Action Requested:

Add two (2) full-time Forensic Social Worker (25WC) positions in the Office of the Public Defender. The intent is to convert two Forensic Social Worker - Project (25W4) positions to merit. A future action will be submitted to cancel position numbers 19118 and 19119 as soon as the merit positions are filled, with no overlap.

Fiscal Impact:

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

Use an additional sheet for further explanation or comments.

Total Annual Cost: \$ 0.00

Total this FY: \$ 0.00

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: General Fund

Total One-Time Cost: \$ 0.00

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26479

Comments:

Released to HR for further study/review

Sylvia Wong Tam

07/28/2025

(for) Department Head

Date

Elizabeth Farrell

09/24/2025

(for) County Administrator

Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

Add two (2) full-time Forensic Social Worker (25WC) (represented) positions at salary plan and grade 255 1553 (\$7,927.02 - \$8,739.54) in the Office of the Public Defender. When these positions are filled, Forensic Social Worker - Project (25W4) (represented) position numbers 19118 and 19119 at salary plan and grade 255 1553 (\$7,927.02 - \$8,739.54) will be canceled.

(for) Director of Human Resources: Melissa Moglie

Date: 09/26/2025

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: _____

Enid Mendoza

10/02/2025

(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: [Signature]

Date: 10-07-2025