PAR No. 26553

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: CCA30 Probation
Dept No(s). 0308 Org No(s). 3000
Action Type: Add/Cancel Position(s) Net FTE Change: 0.00 Proposed Effective Date: 12/01/2025

Action Requested:

Add two (2) Probation Director (7BFA) (unrepresented) positions at salary plan and grade B25 1972 ($12,418 - $15,849) effective December 1, 2025, and cancel two (2) Probation Director (7BFA) (unrepresented) positions (18839 & 13491) effective April 1, 2026, in the Probation Department.

Use an additional sheet for further explanation or comments.

Fiscal Impact:
Cost is within Department's Budget: ☑ Yes ☐ No

Total Annual Cost: $ 240,760.00
Total this FY: $ 240,760.00
Net County Cost: $ 240,760.00
NCC this FY: $ 240,760.00
Source of Funding: General Fund

Total One-Time Cost:

Kevin Schrupp — (for) Department Head — 12/02/2025 — Date

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26553

Comments:
Released to HR for further study/review

Elizabeth Farrell — (for) County Administrator — 12/08/2025 — Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

Add two (2) Probation Director (7BFA) (unrepresented) positions at salary plan and grade B25 1972 ($12,418 - $15,849) effective December 1, 2025, and cancel two (2) Probation Director (7BFA) (unrepresented) positions (18839 & 13491) effective April 1, 2026, in the Probation Department.

(for) Director of Human Resources: Chris Miller Date: 12/10/2025

IV. COUNTY ADMINISTRATOR APPROVAL

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

If No or N/A, CAO Recommendation(s): Please note two effective dates.

BOS Approval Required: ☑ Yes ☐ No

Effective: ☑ Day following Board Approval
☐ Date: _____

Enid Mendoza — (for) County Administrator — 12/11/2025 — Date

V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution: ☒ ADOPTED ☐ OTHER ACTION: _____

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

By: June McHuen
Date: 12-18-2025