



# 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). 588      Org No(s). 1417  
 Action Type: Add Position(s)      Net FTE Change: 12.00      **Proposed Effective Date:** 02/11/2026

**Action Requested:**

Add twelve (12) Associate Teacher-Project positions in the Community Services Bureau within 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: \$ 396,804.00

Total this FY: \$ 165,335.00

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: 40% Federal, 60% State, 0% County

Marla Stuart, EHSD Director      01/30/2026  
 (for) Department Head      Date

Total One-Time Cost:

**II. COUNTY ADMINISTRATOR REVIEW**

PAR No. 26570

**Comments:**

Released to HR for further study/review

Maureen Carapia      02/03/2026  
 (for) County Administrator      Date

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

HR Recommendation(s): ADOPT Position Adjustment Resolution No. 26570 to add twelve (12) Associate Teacher-Project positions. (40% Federal, 60% State)

Chris Miller      2/9/2026  
 (for) Director of Human Resources      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      2/25/2026  
 (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: \_\_\_\_\_