



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). Various Org No(s). Various
 Action Type: Other Net FTE Change: 0.00 Proposed Effective Date: 07/01/2025

Action Requested:

Retitle the Social Services Program Assistant I (X0WD) classification to Eligibility Worker I, and the Social Services Program Assistant (X0SA) classification to Eligibility Worker II, establish the Eligibility Worker III classification (represented), abolish the Employment and Human Services Program Integrity Assistant (XQSN) classification, and reclassify incumbents and vacant positions to Eligibility Worker III 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 One-Time Cost: \$ 0.00

Total Annual Cost: \$ 1,450,251.00

Total this FY: \$ 1,450,251.00

Net County Cost: \$ 165,887.00

NCC this FY: \$ 165,887.00

Source of Funding: 37.25% Federal, 48.24% State, 3.08% Other (1991 Realignment), and 11.43% County

Marla Stuart, EHSD Director 08/01/2025
 (for) Department Head Date

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26484

Comments:

Released to HR for further study/review

Kaitlyn Jeffus 08/05/2025
 (for) County Administrator Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

(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: 07/01/2025

Kaitlyn Jeffus 08/07/2025
 (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: Am Bay
 Date: 9/16/2025