PAR No. 25938

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: CCA38 Conservation and Development ☑ Dept No(s). 0280 Org No(s). 2601

Action Type: Establish a classification ☑ Net FTE Change: 2.00 Proposed Effective Date: 09/01/2025

Action Requested:

ADOPT Position Adjustment Resolution No. 25938 to establish the class of Senior Deputy Director, Conservation and Development - Exempt (4AD1), allocate it to the Salary Schedule at Salary Plan and Grade B85 1031 ($17,503 - $19,297), and add two positions in the Department of Conservation and Development

Use an additional sheet for further explanation or comments.

Fiscal Impact:

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

Total One-Time Cost:

Total Annual Cost:

Total this FY:

Net County Cost:

NCC this FY:

Source of Funding: 100% Land Development Fund

Julie Enea for John Kopchik — (for) Department Head — 04/29/2022 — Date

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 25938

Comments:

Released to HR for further study/review

/s/ Julie Enea — (for) County Administrator — 04/29/2022 — Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

Establish the class of Senior Deputy Director, Conservation and Development - Exempt (4AD1), allocate it to the Salary Schedule at Salary Plan and Grade B85 1031 ($17,503 - $19,297), and add two positions in the Department of Conservation and Development

(for) Director of Human Resources: Chris Miller Date: 09/10/2025

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: 09/01/2025

/s/ Julie Enea — (for) County Administrator — 09/10/2025 — Date

V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution: ☐ ADOPTED ☐ OTHER ACTION: _____

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

By: _____

Date: _____