



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). 0583 Org No(s). 5619
 Action Type: Add Position(s) Net FTE Change: 2.00 Proposed Effective Date: 07/01/2026

Action Requested:

Add two (2) Business Services Representative (X7SC) (represented) positions at Salary Plan and Grade ZB5-1446 (\$6,894-\$8,380) in the Workforce Development Board Bureau of the Employment and Human Services Department (EHSD).

Use an additional sheet for further explanation or comments.

Fiscal Impact:

Cost is within Department's Budget: Yes No
 Total Annual Cost: \$ 252,208.00
 Total this FY: \$ 105,087.00
 Net County Cost: \$ 0.00
 NCC this FY: \$ 0.00
 Source of Funding: 100% Federal

Total One-Time Cost:

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26564

Comments:
Released to HR for further study/review

Maureen Carapia 01/26/2026
 (for) County Administrator Date

Marla Stuart, EHSD Director 07/01/2026
 (for) Department Head Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

HR Recommendation(s): ADOPT Position Adjustment Resolution No. 26564 to add two (2) Business Services Representative (X7SC) (represented) positions at Salary Plan and Grade ZB5-1446 (\$6,894-\$8,380) in the Employment and Human Services Department.

Chris Miller 01/27/2026
 (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 02/25/2026
 (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: _____