



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: CCA07 Risk Management

Dept No(s). 0150 Org No(s). 1505

Action Type: Reallocate salary

Net FTE Change: 0.00

Proposed Effective Date: 10/08/2025

Action Requested:

Reallocate the salary of Director, Department of Risk Management - Exempt (AJD3) at Salary Plan and Grade BD5 1001 from \$15,719.17 - \$19,106.75 to \$17,330.39 - \$21,065.19 and place the current incumbent (#88981) at step 3 in the new range in the Risk Management Department.

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: \$ 29,865.00

Total this FY: \$ 14,932.00

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: Insurance Internal Service Funds

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26502

Comments:

Released to HR for further study/review

Chrystine Robbins

10/01/2025

(for) County Administrator

Date

(for) Department Head

Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

Reallocate the salary of Director, Department of Risk Management - Exempt (AJD3) at Salary Plan and Grade BD5 1001 from \$15,719.17 - \$19,106.75 to BD5 1001 \$17,330.39 - \$21,065.19 and place the current incumbent (#88981) at step 3 in the new range in the Risk Management Department.

(for) Director of Human Resources: Melissa Moglie

Date: 09/26/2025

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: _____

(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: 10-07-2025