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: CCA25 Sheriff-Coroner
Dept No(s). 0255 Org No(s). 2500
Action Type: Reallocate salary
Net FTE Change:
Proposed Effective Date: 12/01/2025

Action Requested:

ADOPT Position Adjustment Resolution No. 26548 to reallocate the salary of the Deputy Sheriff-Per Diem (6XWC) (unrepresented) from salary plan and grade F85 1385 ($6,546.74 - $11,197.14) to salary plan and grade F85 1385 ($10,916.63 - $11,462.46) in the Contra Costa County Office of the Sheriff.

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: $ 1,377,942.00
Total this FY: $ 803,800.00
Net County Cost: $ 1,377,942.00
NCC this FY: $ 803,800.00
Source of Funding: 100% Sheriff's Office Budget (General Fund)

Jad Keileh — (for) Department Head — 11/24/2025 Date

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26548

Comments:
Released to HR for further study/review

Elizabeth Farrell — (for) County Administrator — 11/24/2025 Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

ADOPT Position Adjustment Resolution No. 26548 to reallocate the salary of the Deputy Sheriff-Per Diem (6XWC) (unrepresented) at salary plan and grade F85 1385 ($6,546.74 - $11,197.14) to salary plan and grade F85 1385 ($10,916.63 - $11,462.46) in the Contra Costa County Office of the Sheriff.

(for) Director of Human Resources: Chris Miller
Date: 12/04/2025

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: _____

Enid Mendoza — (for) County Administrator — 12/11/2025 Date

V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution: ☒ ADOPTED ☐ OTHER ACTION: _____

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

By: June McHuen
Date: 12-10-2025