



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: CCA65 Public Works

Dept No(s). 0841 Org No(s). 4841

Action Type: Add Position(s)

Net FTE Change: 1.00

Proposed Effective Date: 11/01/2025

Action Requested:

Add one (1) Airport Safety Officer II (9BVC) (represented) position at salary plan and grade T25 1400 (\$5,852 - \$7,113) in the Public Works 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: \$ 101,830.00

Total this FY: \$ 50,915.00

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding:

Adrienne Todd

10/30/2025

(for) Department Head

Date

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26530

Comments:

Released to HR for further study/review

Laura Strobel

11/03/2025

(for) County Administrator

Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

HR Recommendation(s): ADOPT Position Adjustment Resolution No. 26530 to add one (1) Airport Safety Officer II (9BVC) (represented) position at salary plan and grade T25 1400 (\$5,852 - \$7,113) in the Public Works Department.

Chris Miller

11/06/2025

(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: _____

Laura Strobel

11/12/2025

(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: _____

Date: _____