



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). 2532

Action Type: Add Position(s)

Net FTE Change: 1.00

Proposed Effective Date: 02/01/2025

Action Requested:

ADOPT Position Adjustment Resolution No. 26395 to add one (1) Sheriff's Community Services Officer (64VI) position to the Field Operations Bureau – Special Operations Division – A.C. Transit Police Services.

Fiscal Impact:

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

Total Annual Cost: \$ 189,402.24

Total this FY: \$ 78,917.60

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: A.C. Transit Police Services Contract

Use an additional sheet for further explanation or comments.

Jad Keileh

01/10/2025

(for) Department Head

Date

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26395

Comments:

Released to HR for further study/review

Elizabeth Farrell

01/10/2025

(for) County Administrator

Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

ADOPT Position Adjustment Resolution No. 26395 to add one (1) Sheriff's Community Services Officer (64VI) position to the Field Operations Bureau – Special Operations Division – A.C. Transit Police Services. (100% AC Transit)

(for) Director of Human Resources: Chris Miller

Date: 01/15/2025

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

01/30/2025

(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: 2-25-25