



# 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: CCA30 Probation

Dept No(s). 0309 Org No(s). 3120

Action Type: Add Position(s)

Net FTE Change: 7.00

Proposed Effective Date: 10/31/2025

#### Action Requested:

ADOPT Position Adjustment Resolution 26520 to add 7 (seven) Juvenile Institution Officer I (7KWB) (represented) positions within the Probation Department (71% General Fund, 29% Youthful Offender Block Grant)

#### Fiscal Impact:

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

Total Annual Cost: \$ 840,000.00

Total this FY: \$ 560,000.00

Net County Cost: \$ 600,000.00

NCC this FY: \$ 400,000.00

Source of Funding: 71% General Fund, 29% Youthful Offender Block Grant

Sarah Shkidt

10/05/2025

(for) Department Head

Date

Use an additional sheet for further explanation or comments.

### II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26520

#### Comments:

Released to HR for further study/review

Elizabeth Farrell

10/13/2025

(for) County Administrator

Date

### III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

ADOPT Position Adjustment Resolution 26520 to add 7 (seven) Juvenile Institution Officer I (7KWB) (represented) positions within the Probation Department

(for) Director of Human Resources: Chris Miller

Date: 10/17/2025

### 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

10/29/2025

(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: 11-04-2025