



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

Use an additional sheet for further explanation or comments.

Total Annual Cost: \$ 840,000.00

Total One-Time Cost:

Total this FY: \$ 560,000.00

II. COUNTY ADMINISTRATOR REVIEW

Net County Cost: \$ 600,000.00

PAR No. 26520

NCC this FY: \$ 400,000.00

Comments:

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

Released to HR for further study/review

Sarah Shkidy
(for) Department Head

10/05/2025
Date

Elizabeth Farrell
(for) County Administrator

10/13/2025
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
(for) County Administrator

10/29/2025
Date

V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution: ADOPTED OTHER ACTION: _____

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

By: *Monica Nino*
Date: 11-04-2025