



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: CCA01 Board of Supervisors

Dept No(s). 0001 Org No(s). 1101

Action Type: Add Position(s)

Net FTE Change: 1.00

Proposed Effective Date: 12/08/2025

Action Requested:

ADOPT Position Adjustment Resolution No. 26551 to add one (1) full-time BOS Chief of Staff-Exempt position 00002485 at salary plan grade B85 1021 in the District One Office effective December 8, 2025, until December 31, 2025, in the District One Office.

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: \$ 14,557.00

Total this FY: \$ 14,557.00

Net County Cost: \$ 14,557.00

NCC this FY: \$ 14,557.00

Source of Funding: 100% General Fund

on behalf of Supervisor Gioia

12/03/2025

(for) Department Head

Date

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26551

Comments:

Released to HR for further study/review

Chrystine Robbins

12/03/2025

(for) County Administrator

Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

ADOPT Position Adjustment Resolution No. 26551 to add one (1) full-time BOS Chief of Staff-Exempt position 00002485 at salary plan grade B85 1021 in the District One Office effective December 8, 2025, until December 31, 2025, in the District One Office.

(for) Director of Human Resources: Ann Elliott

Date: 12/03/2025

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: 12/08/2025

Diana Oyler

12/03/2025

(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: