



# 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: CCA18 Health Services

☒ Dept No(s). 7406 Org No(s). 7406

Action Type: Reassign

Net FTE Change: 0.00

Proposed Effective Date: 10/08/2025

#### Action Requested:

ADOPT Position Adjustment Resolution No. 26495 to reassign one (1) vacant Secretary-Advanced Level (J3TG) position #15263 in salary plan and grade 3R2 1163 (\$5,367.12 - \$6,870.36) from department ID Serv Area Em-1 Zone B (7406/7406) to Hospital Enterprise Fund I (0540/6544) in the Health Services Department. (represented)

Use an additional sheet for further explanation or comments.

#### Fiscal Impact:

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

Total Annual Cost: \$ 132,405.59

Total this FY: \$ 110,338.00

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: Cost shift- Hospital Enterprise Fund I

Mary Jane De Jesus-Saepharn  
(for) Department Head

09/08/2025  
Date

### II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26495

#### Comments:

Released to HR for further study/review

Sarah Kennard

(for) County Administrator

09/09/2025

Date

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

Reassign one (1) vacant Secretary-Advanced Level (J3TG) position #15263 at salary plan and grade 3R2 1163 (\$5,367.12 - \$6,870.36) from department ID Serv Area Em-1 Zone B (7406/7406) to Hospital Enterprise Fund I (0540/6544) in the Health Services Department. (represented)

(for) Director of Human Resources: Gladys Reid

Date: 09/15/2025

### 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: \_\_\_\_\_

Jason Chan

(for) County Administrator

09/27/2025

Date

### V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution: ☒ ADOPTED ☐ OTHER ACTION: \_\_\_\_\_

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

By: \_\_\_\_\_

Date: 10-07-2025