





# 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: CCA19 Employment and Human Services      Dept No(s). 0504      Org No(s). 5450  
 Action Type: Add Position(s)      Net FTE Change: 3.00      Proposed Effective Date: 02/01/2026

**Action Requested:**

Add three Clerk-Experienced Level positions to the Workforce Services Bureau in the Employment and Human Services Department.

*Use an additional sheet for further explanation or comments.*

**Fiscal Impact:**

Cost is within Department's Budget:  Yes  No

Total Annual Cost: \$ 252,210.00

Total this FY: \$ 126,105.00

Net County Cost: \$ 30,264.00

NCC this FY: \$ 15,132.00

Source of Funding: See Attachment

Total One-Time Cost:

## II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26563

**Comments:**

Released to HR for further study/review

Marla Stuart      01/12/2026  
 (for) Department Head      Date

Maureen Carapia      01/21/2026  
 (for) County Administrator      Date

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

HR Recommendation(s): Add three Clerk-Experienced Level positions to the Workforce Services Bureau in the Employment and Human Services Department.

Gladys Reid      01/29/2026  
 (for) Director of Human Resources      Date

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

\_\_\_\_\_  
 (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: Stacey M Boyd  
 Date: 03-03-2026



