



# 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: \_\_\_\_\_ Dept No(s). \_\_\_\_\_ Org No(s). \_\_\_\_\_  
 Action Type: \_\_\_\_\_ Net FTE Change: \_\_\_\_\_ Proposed Effective Date: \_\_\_\_\_

**Action Requested:**

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

**Fiscal Impact:**

Cost is within Department's Budget: Yes No

Total Annual Cost: \_\_\_\_\_

Total this FY: \_\_\_\_\_

Net County Cost: \_\_\_\_\_

NCC this FY: \_\_\_\_\_

Source of Funding: \_\_\_\_\_

\_\_\_\_\_  
(for) Department Head                      Date

## II. COUNTY ADMINISTRATOR REVIEW

**PAR No.** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
(for) County Administrator                      Date

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

HR Recommendation(s): \_\_\_\_\_

\_\_\_\_\_  
(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: \_\_\_\_\_  
Date: \_\_\_\_\_