PAR No. 26610

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). 0540 | Org No(s).

Action Type: Establish a classification | Net FTE Change: 0.00 | Proposed Effective Date: 06/24/2026

Action Requested:

Establish the classification of Chief Operating Officer - Exempt in the Health Services Department

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:

Total this FY:

Net County Cost:

NCC this FY:

Source of Funding:

(for) Department Head _____ Date _____

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26610

Comments:

Released to HR for further study/review

Jason Chan (for) County Administrator — 06/17/2026 Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

ADOPT Position Adjustment Resolution No. 26610 to establish the classification of Chief Operating Officer - Exempt (VAB4) at salary plan and grade B85-1032 ($30,833.10 - $37,477.82) in the Health Services Department. (Unrepresented)

(for) Director of Human Resources: Lauren Ludwig Date: 06/17/2026

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 — 06/17/2026 Date

V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution: ☐ ADOPTED ☐ OTHER ACTION: _____

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

By: _____

Date: _____