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: CCA25 Sheriff-Coroner

Dept No(s). 0255 Org No(s). 2517

Action Type: Other

Net FTE Change:

Proposed Effective Date: 04/01/2025

Action Requested:

ADOPT Position Adjustment Resolution No. 26172 to reactivate the classification of Manager - Central Identification Services (64DB) (represented); reallocate to salary plan and grade ZA5 1007 ($9,634.63 - $11,710.95); retitle to Identification Manager (64DB); add one (1) Manager - Central Identification Services position and cancel one (1) vacant Records Manager (64HE) position #20483 in the Office of the Sheriff. (100% State)

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: 100% State

Jad Keileh — (for) Department Head — 03/31/2025 — Date

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26172

Comments:

Released to HR for further study/review

Elizabeth Farrell — (for) County Administrator — 01/19/2024 — Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

ADOPT Position Adjustment Resolution No. 26172 to reactivate the classification of Manager - Central Identification Services (64DB) (represented); reallocate to salary plan and grade ZA5 1007 ($9,634.63 - $11,710.95); retitle to Identification Manager (64DB); add one (1) Manager - Central Identification Services position and cancel one (1) vacant Records Manager (64HE) position #20483 in the Office of the Sheriff.

(for) Director of Human Resources: Chris Miller

Date: 04/01/2025

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: _____

_____ (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: _____