



# 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: CCA65 Public Works

Dept No(s). 0650 Org No(s). 4504

Action Type: Add/Cancel Position(s)

Net FTE Change: 0.00

Proposed Effective Date: 01/20/2026

#### Action Requested:

Establish the class of Procurement Director – Exempt (STB1) (unrepresented). Add one (1) Procurement Director - Exempt (STB1) (unrepresented) position at salary plan and grade B85 1022 (\$14,769 - \$17,952) and cancel one (1) vacant Deputy Public Works Director-Exempt (NAD0) (unrepresented) position #20812 at salary plan and grade B85 2215 (\$14,769 - \$17,952) in the Public Works Department.

Use an additional sheet for further explanation or comments.

#### Fiscal Impact:

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

Total One-Time Cost: \$ 0.00

Total Annual Cost: \$ 0.00

Total this FY: \$ 0.00

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: General Fund

Adrienne Todd

12/15/2025

(for) Department Head

Date

### II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26559

#### Comments:

Released to HR for further study/review

Laura Strobel

01/02/2026

(for) County Administrator

Date

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

HR Recommendation(s): ADOPT Position Adjustment Resolution No. 26559 to establish the class of Procurement Director - Exempt; Add one Procurement Director - Exempt position and cancel one Deputy Public Works Director-Exempt in the Public Works Department.

Chris Miller

01/07/2026

(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

Laura Strobel

01/08/2026

☐ 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: \_\_\_\_\_