



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

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26559

Comments:

Released to HR for further study/review

Adrienne Todd

12/15/2025

(for) Department Head

Date

01/02/2026

Date

Laura Strobel

(for) County Administrator

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
 Date: _____

Laura Strobel
(for) County Administrator

01/08/2026
Date

V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution: ADOPTED OTHER ACTION: _____

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

By: _____
Date: _____