



# Contra Costa County

## Position Adjustment Resolution (PAR) Form

C.70

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: CCA85 Library

Dept No(s). 0620 Org No(s). 3718

Action Type: Add Position(s)

 Net FTE Change: 2.00

Proposed Effective Date: 12/01/2025

#### Action Requested:

Add two full-time (40/40) Librarian II (3AVD) positions to Org No. 3718 to Budget Unit No. 0620. (See explanation on attached sheet.)

*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: \$ 280,148.00

Total this FY: \$ 140,074.00

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: Library Fund

### II. COUNTY ADMINISTRATOR REVIEW

**PAR No. 26526**

#### Comments:

Released to HR for further study/review

/s/ Natalie Darone

10/17/2025

(for) Department Head

Date

/s/ Julie Enea

10/21/2025

(for) County Administrator

Date

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

HR Recommendation(s): Add two full-time (40/40) Librarian II (3AVD) positions to Org No. 3718 in Department 0620 - Library.

Amanda Monson

10/23/2025

(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  NoEffective:  Day following Board Approval  
 Date: \_\_\_\_\_

/s/ Julie Enea

10/27/2025

(for) County Administrator

Date

### V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution:  ADOPTED  OTHER ACTION: \_\_\_\_\_Monica Nino, Clerk of the Board of Supervisors  
and County AdministratorBy: \_\_\_\_\_  
Date: 11-04-2025