



Contra Costa County

C.103

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: CCA85 Library

Dept No(s). 0620 Org No(s). 3703

Action Type: Add/Cancel Position(s)

Net FTE Change: 0.20

Proposed Effective Date: 12/10/2025

Action Requested:

Add one (1) Supply and Distribution Supervisor (9XHB) position and cancel one (1) part time (32/40) Driver Clerk (9QWA) position #6161 in the Library 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: \$ 47,000.00

Total this FY: \$ 23,500.00

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: Library Fund

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26544

Comments:

Released to HR for further study/review

/s/ Natalie Darone

11/14/2025

(for) Department Head

Date

/s/ Julie Enea

11/17/2025

(for) County Administrator

Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

HR Recommendation(s): Add one (1) Supply and Distribution Supervisor (9XHB) (represented) position at salary plan and grade ZA5 1438 (\$6,839.93-\$8,313.97) and cancel one (1) vacant part-time (32/40) Driver Clerk

(9QWA)(represented) position #6161 at salary plan and grade TB5 1026(\$4,548.70-\$5,528.98) in the Library Dept

Amanda Monson

11/18/2025

(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 ☐ No

Effective: ☒ Day following Board Approval

☐ Date: 12-09-2025

/s/ Julie Enea

12/04/2025

(for) County Administrator

Date

V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution: ☒ ADOPTED ☐ OTHER ACTION:

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

By:

Date: 12-09-2025

June McHuen