



# 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: CCA30 Probation

Dept No(s). 0308 Org No(s). 3024

Action Type: Add Position(s)

Net FTE Change: 1.00

Proposed Effective Date: 02/01/2026

#### Action Requested:

ADOPT Position Adjustment Resolution 26561 to add one (1.0) Administrative Services Assistant II (APVA) in the Probation Department (100% State)

#### Fiscal Impact:

Cost is within Department's Budget:  Yes  No

Use an additional sheet for further explanation or comments.

Total Annual Cost: \$ 156,383.00

Total One-Time Cost:

Total this FY: \$ 65,159.00

II. COUNTY ADMINISTRATOR REVIEW

Net County Cost: \$ 0.00

PAR No. 26561

NCC this FY: \$ 0.00

#### Comments:

Source of Funding: AB109 Planning and Implementation

Released to HR for further study/review

Sarah Shkldt

01/13/2026

01/13/2026

(for) Department Head

Date

Date

Elizabeth Farrell

(for) County Administrator

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

ADOPT Position Adjustment Resolution No. 26561 to add one Administrative Services Assistant II position in the Probation Department, and APPROVE Budget Amendment No. BDA-26-00001 for FY25-26 to appropriate use of AB 109 Planning and Implementation funds under salaries and benefits.

(for) Director of Human Resources: Chris Miller

Date: 01/13/2026

### 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

Enid Mendoza

01/15/2026

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: *Monica Nino*  
Date: *1-20-2026*