



# Contra Costa County

## Position Adjustment Resolution (PAR) Form

C.68

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: CCA19 Employment and Human Services      Dept No(s). VAR      Org No(s). VAR  
 Action Type: Other      Net FTE Change:      Proposed Effective Date:

#### Action Requested:

Reclassify ten Eligibility Worker II positions and incumbents to Eligibility Worker III and correct the merit step placement for six Eligibility Worker III employees within the Employment and Human Services Department

#### Fiscal Impact:

Cost is within Department's Budget:  Yes  No

Total Annual Cost: \$ 268,008.00

Total this FY: \$ 239,406.00

Net County Cost: \$ 14,339.00

NCC this FY: \$ 12,429.00

Source of Funding: 46% Federal, 47% State, and 6% Other, 1% County

Marla Stuart, EHSD Director

10/22/2025

(for) Department Head

Date

Use an additional sheet for further explanation or comments.

Total One-Time Cost:

### II. COUNTY ADMINISTRATOR REVIEW

#### PAR No.

#### Comments:

Released to HR for further study/review

(for) County Administrator

Date

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

Reclassify ten Eligibility Worker II positions and incumbents to Eligibility Worker III and correct the merit step placement for six Eligibility Worker III employees within the Employment and Human Services Department

(for) Director of Human Resources: Gladys Reid

Date: 10/28/2025

### 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: \_\_\_\_\_

Danielle Fokkema

(for) County Administrator

10/29/2025

Date

### V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution:  ADOPTED  OTHER ACTION: \_\_\_\_\_

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

By:   
 Date: 11-04-2025