



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

Use an additional sheet for further explanation or comments.

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

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 10/29/2025
(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: *[Signature]*
Date: 11-04-2025