



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: CCA19 Employment and Human Services Dept No(s). 0502 Org No(s). 5220
Action Type: Establish a classification Net FTE Change: 0.00 Proposed Effective Date: 07/01/2025

Action Requested:

ADOPT Position Adjustment Resolution No. 26516 to establish the classification of Children and Family Services Deputy Bureau Director - Exempt (XAE0) (unrepresented) at salary plan and grade B85 1027 (\$13,715.04 - \$16,670.72) and reclassify EHS Deputy Bureau Director - Exempt (XAD2) position #17369 and its incumbent in 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: \$ 23,577.00
Total this FY: \$ 23,577.00
Net County Cost: \$ 2,357.00
NCC this FY: \$ 2,357.00
Source of Funding: 50% Federal, 40% State, 10% County

Total One-Time Cost:

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26516

Comments:
Released to HR for further study/review

(for) County Administrator Date

Marla Stuart, EHSD Director 08/05/2025

(for) Department Head Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

HR Recommendation(s): ADOPT PAR No. 26516 to establish the classification of CFS Deputy Bureau Director - Exempt (XAE0) and reclassify EHS Deputy Bureau Director - Exempt (XAD2) position #17369 and its incumbent in EHSD.

(for) Director of Human Resources: Chris Miller Date: 10/06/2025

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: 12/19/2025

Danielle Fokkema 10/21/2025

(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: Jamy Morrill
Date: 10/21/25