



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)

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: \$ 156,383.00

Total this FY: \$ 65,159.00

Net County Cost: \$ 0.00

NCC this FY: \$ 0.00

Source of Funding: AB109 Planning and Implementation

Sarah Shkidt

01/13/2026

(for) Department Head

Date

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26561

Comments:

Released to HR for further study/review

Elizabeth Farrell

01/13/2026

(for) County Administrator

Date

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: _____

Date: _____