



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

II. COUNTY ADMINISTRATOR REVIEW

Total this FY: \$ 65,159.00

PAR No. 26561

Net County Cost: \$ 0.00

Comments:

NCC this FY: \$ 0.00

Released to HR for further study/review

Source of Funding: AB109 Planning and Implementation

Sarah Shkitt 01/13/2026
 (for) Department Head Date

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
 Date: _____

Enid Mendoza 01/15/2026
 (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: _____