



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: October 20, 2015

Subject: APPOINTMENT OF ANIMAL SERVICES DIRECTOR - SARAH BETH WARD

RECOMMENDATION(S):

1. ADOPT Resolution No. 2015/401 Reallocating the classification of Director of Animal Services – Exempt on the Salary Schedule; and

2. APPOINT Sarah Beth Ward to the position of Director of Animal Services – Exempt at Step 8 of the salary range effective November 2, 2015 with the following additional terms of employment:

- Other benefits as provided for the Director of Animal Services – Exempt in Management Resolution No. 2015/386.

FISCAL IMPACT:

The estimated annual County cost for the Director of Animal Services position is \$228,304 of which \$48,582 is pension costs. The estimated cost for the eight months remainder of fiscal year 2015/16 is \$152,203, of which \$32,388 is pension cost. All costs are budgeted in the General Fund within the Animal Services Department operating budget.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/20/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 20, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: David J. Twa, County
Administrator (5-1080)

By: June McHuen, Deputy

BACKGROUND:

In September of 2014, Director of Animal Services Glenn Howell informed the County Administrator that he would be retiring from his position on January 31, 2015. Mr. Howell agreed to return after his retirement to work on an interim basis pending the selection of a new Director of Animal Services – Exempt.

The County contracted with Bob Murray and Associates to conduct the recruitment to fill the vacancy. On November 6, 2014, the recruitment for a new Director of Animal Services –Exempt commenced. Bob Murray and Associates advertised the position nationwide but with particular emphasis on the west coast region. Ads were placed with the California Animal Control Directors' Association (CACDA), Society of Animal Welfare Administrators, Animal Sheltering, State Humane Association of California, Society of Animal Welfare Directors (SAWA), American Humane Association, California Veterinary Medical Association, Southern California Veterinary Medical Association, Animal Jobs, California State Association of Counties (CSAC), Careers in Government, Western City Magazine, and Jobs Available.

Two rounds of recruitment were required to secure the new Director. For the first recruitment, invitations and recruitment profiles were sent to 200 potential candidates targeted by Bob Murray and Associates. The five week recruitment garnered 50 applications. With the assistance of Bob Murray and Associates, the applications were screened and six semi-finalists were forwarded to the County Selection Committee on February 2, 2015. The County Selection Committee was composed of June Catalano, City Manager, Pleasant Hill; Ken White, President, Peninsula Humane Society and SPCA; Marcia Mayeda, Director of Animal Care and Control, Los Angeles County; Kathy Ito, President, KMI Human Resources Consulting, Inc.; and myself.

During the second recruitment which commenced on April 20, 2015, invitations and recruitment profiles were sent to 200 potential candidates targeted by Bob Murray and Associates and additional advertisements were placed. The six week recruitment garnered 30 applications. With the assistance of Bob Murray and Associates, the applications were screened and five semi-finalists were forwarded to the County Selection Committee on August 4, 2015. The County Selection Committee was composed of June Catalano, City Manager, Pleasant Hill; Melanie Sobel, Animal Shelter General Manager, Santa Cruz County; Reina Schwarz, Assistant City Manager, City of San Pablo; Lisa Lopez, Assistant Human Resources Director, Contra Costa County; and myself. Following a series of interviews and reference checks, I selected Sarah Beth Ward for the position.

Ms. Ward holds a Bachelor's Degree in Recreation Administration from California State University, Fresno. She currently serves as the Vice President, Community Alliances, for the Humane Society of Silicon Valley after holding posts as the Chief Operating Officer, Vice President of Animal and Customer Care and the Director of Animal Care. She brings with her 28 years of animal shelter and veterinary hospital experience, a high level of energy and passion for animal services, and a strong desire to work with our contract

cities and the community to renew the County's efforts to provide adoptive homes for shelter animals and continue to deliver quality services.

CONSEQUENCE OF NEGATIVE ACTION:

The Animal Services Director position will remain vacant and the salary schedule will not be reallocated.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

Resolution No. 2015/401