



**Contra
Costa
County**

To: Board of Supervisors
From: Beth Ward, Animal Services Director
Date: September 13, 2016

Subject: Establish the Admissions and Adoption Coordinator (BCSA) classification and abolish the Community Outreach and Education Coordinator

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21906 to establish the class of Animal Services Admissions and Adoption Coordinator (BCSA) (represented) at salary plan and grade ZB5 1351 (\$4,411 - \$5,361); add one (1) Animal Services Admissions and Adoption Coordinator (BCSA) position; and abolish the Community Outreach and Education Coordinator (BJSR) (represented) classification in the Animal Services Department.

FISCAL IMPACT:

The Animal Services Department will abolish the Community Outreach and Education Manager classification, which will cancel the one Community Outreach and Education Manager position (number 5967) that was budgeted for Fiscal Year 2016 - 2017. There are no additional pension expenses.

BACKGROUND:

The Community Outreach and Education Coordinator position within the Animal Services Department has been vacant for over 5 years. In 2015, a Departmental Community and Media Relations Coordinator was hired and this incumbent has taken on the Department's community outreach needs. In partnership with the Departmental Community and Media

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/13/2016** ☒ 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: September 13, 2016

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

By: Chris Heck, Deputy

Contact: Arturo Castillo (925)
335-8370

cc: Arturo Castillo

Relations Coordinator, the Animal

BACKGROUND: (CONT'D)

Services Admissions and Adoption Coordinator classification is being created to focus on increasing pet adoptions and decreasing euthanasia of animals through the streamlining of Contra Costa County's adoption processes. The incumbent will perform work in a busy animal shelter environment that includes heavy public contact. The major responsibility of this new classification will be to design, implement and coordinate all aspects of the Department's adoption program, including the associated community education and outreach for both current pet owners and potential adopters. The incumbent will also be responsible for working in conjunction with the shelter's medical staff and field services staff on the intake of surrendered animals, evaluating their status and determining eligibility for adoption. Work is performed with considerable initiative and independent judgment, while reporting to the Director of Animal Services.

CONSEQUENCE OF NEGATIVE ACTION:

If the Animal Services Admissions and Adoption Coordinator classification is not established the numbers of both surrendered and captured animals within the County shelters will rise, causing an increase in euthanasia as capacity limits are reached.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21906 ASD