



**Contra
Costa
County**

To: Board of Supervisors
From: Beth Ward, Animal Services Director
Date: November 15, 2016

Subject: Establish and add one Animal Center Operations Manager position and cancel one Animal Center Technician position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21913 to establish the classification of Animal Center Operations Manager (BCGA) (represented) at salary plan and grade ZA5 1665 (\$6,019-\$7,316), and add one (1) Animal Center Operations Manager (BCGA) position; and cancel one (1) Animal Center Technician (BJWC) (represented) vacant position No. 16807 at salary plan and grade QA5 1041 (\$3,120-\$3,792) in the Animal Services Department.

FISCAL IMPACT:

The Department will cancel one Animal Center Technician position, which was budgeted for Fiscal Year 2016/17. These funds will be used to offset the funding needed for the New Animal Center Operations Manager position. The Animal Services Department is prepared to absorb the additional estimated personnel cost of \$60,754, which includes approximately \$12,804 in pension costs. All costs will be funded by 32% User fee, 31% City Revenues, 37% County.

BACKGROUND:

The demand for the Animal Services Department's shelter services has increased

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/15/2016** ☒ 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: November 15, 2016

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

By: June McHuen, Deputy

Contact: Beth Ward (925)
335-8370

significantly since the beginning of 2016. The Animal Center Operations Supervisor is currently responsible for supervision of the shelter staff and their day-to-day activities;

BACKGROUND: (CONT'D)

however, with the increase in both the number of staff and volume of work being performed in the shelter, there is an urgent need for a position to provide management of the overall operations of the Animal Care Programs. The incumbent will work under the supervision of the Animal Clinic Veterinarian-Exempt, who is in charge of the Department's Medical Division. The Animal Center Operations Manager will be integral in establishing and managing husbandry policies and procedures within the Animal Care Unit and ensuring management duties as needed by shelter operations are fulfilled.

CONSEQUENCE OF NEGATIVE ACTION:

If this classification is not established, the appropriate staffing levels will not be in place to support the work performed by the Animal Center Operations Supervisor and the Animal Clinic Veterinarian-Exempt, which impacts the overall quality of day-to-day services provided and the welfare of sheltered animals at the shelter.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21913 ASD