



**Contra
Costa
County**

To: Board of Supervisors
From: Beth Ward, Animal Services Director
Date: September 27, 2016

Subject: Add four Animal Center Technician positions, cancel three Animal Services Utility Worker and cancel one Special Services Worker II position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21909 to add four (4) Animal Center Technician (BJWC) (represented) positions at salary plan and grade QA5 1041 (\$3,120-\$3,792), cancel three (3) Animal Services Utility Worker (BJWE) (represented) vacant positions 12298, 15919, and 15920 at salary plan and grade QA5 0840 (\$2,557-\$3,108); and one (1) Special Services Worker II (999G) (represented) vacant position 11034 at salary plan and grade TB5 0791 (\$2,533-\$3,079) in the Animal Services Department.

FISCAL IMPACT:

Upon approval, the cost of this action will be \$47,024 for fiscal year 2016/17. These positions will be funded by 32% User Fees, 31% City Revenue, 37% County General Fund. These funds will continue to support these positions in FY 2017/18. This transaction will include \$11,895 additional pension expense.

BACKGROUND:

The demand for the Animal Services Department's shelter services has increased significantly since the beginning of 2016. Due to the rise in demand, the volume of work

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/27/2016** ☒ 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 27, 2016

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

By: June McHuen, Deputy

Contact: Arturo Castillo (925)
335-8370

cc: Arturo Castillo

performed by the Animal Center Technicians has increased. Animal Center Technicians handle the intake

BACKGROUND: (CONT'D)

of animals within the shelter, along with their assessment, vaccinations and other essential tasks to provide necessary care thereafter. In April 2016, the Animal Services Department enhanced its shelter sanitation system to increase its cleaning efficiency and therefore decrease sanitation demands. This in turn has resulted in a decrease in the volume of work performed by Animal Services Utility Workers, who are tasked with the majority of the sanitation duties within the shelters. Canceling Animal Services Utility Worker positions and adding additional Animal Center Technician positions will provide the Department sufficient staffing to maximize the quality of care services for our sheltered animals.

CONSEQUENCE OF NEGATIVE ACTION:

The volume of work performed by the Animal Center Technicians has increase significantly due to the demand in shelter services. If the number of Animal Center Technicians is not increased the necessary care of sheltered animals may decline and the prevalence of infectious deceases may increase because of insufficient staffing levels.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 21909 ASD