



**Contra
Costa
County**

To: Board of Supervisors
From: Beth Ward, Animal Services Director
Date: January 10, 2017

Subject: Reallocation of the Animal Services Officer, Sergeant and Lieutenant Classifications

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21946 to reallocate the classification of Animal Services Officer (BJWD) (represented) on the salary schedule from salary plan and grade QAH 1300 (\$3,425 - \$5,186) with ten merit steps to salary plan and grade QAH 1300 (\$3,964 - \$5,186) with seven merit steps; reallocate the classification of Animal Services Sergeant (BJTD) (represented) on the salary schedule from salary plan and grade QAH 1398 (\$3,770 - \$5,709) with ten merit steps to salary plan and grade QAH 1398 (\$4,364 - \$5,709) with seven merit steps; reallocate the classification of Animal Services Lieutenant (BJHB) (represented) on the salary schedule from salary plan and grade ZAH 1025 (\$4,695 - \$6,771) with nine merit steps to salary plan and grade ZAH 1025 (\$5,175 - \$6,935) with seven steps; and to adjust the final step of the new Animal Services Lieutenant (BJHB) (represented) salary range from a 2.5% increase to a 5% increase. (32% User Fees, 31% City Revenue, 37% County)

FISCAL IMPACT:

Upon approval, the reduction in salary steps for the Animal Services Officer, Sergeant and Lieutenant classifications will cost the Animal Services Department \$80,300 annually,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/10/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: January 10, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Arturo Castillo
925-335-8370

cc: Arturo Castillo

which includes \$28,772 in pension cost. These positions are funded by 32% User Fees, 31% City Revenue, and 37% County General Fund. The revenue to support these positions will continue in FY 2017/18.

BACKGROUND:

The Field Operations Division within the Animal Services Department has consistently had 4 - 8 Officer vacancies, 1 Sergeant vacancy and 2 Lieutenant vacancies since fiscal year 2010 - 2011, leaving this Division significantly understaffed. The difficulty in filling these vacancies has been attributed to the starting salary in each classification, which was found to be lower than the average for comparable classifications in similar agencies. The Officer classification currently has a 10 step salary range; the department is requesting to eliminate the first 3 steps, leaving the remaining 7 steps as the new salary range. The Sergeant classification currently has a 10 step salary range; the department is requesting to eliminate the first 3 steps, leaving the remaining 7 steps as the new salary range. Lastly, the Lieutenant classification currently has a 9 step salary range; the department is requesting to eliminate the first 2 steps, leaving 7 steps as the new salary range, in addition to adjusting the final step (step 6 to step 7) from a 2.5% increase to a 5% increase. These changes will provide a more competitive starting salary in each classification, which in turn will allow the department to more easily recruit and fill positions, as well as improve current employee retention.

CONSEQUENCE OF NEGATIVE ACTION:

If this item is not approved, the Animal Services Department will continue to experience difficulty recruiting and filling vacancies, as well as retaining employees in the Field Operations Division. This will cause the Department to remain understaffed, negatively affecting field service operations, which in turn will negatively affect the safety and health of the Public.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

P300 No. 21946 ASD

P300 No. 21946 Attachment