



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Beth Ward, Animal Services Director  
Date: March 14, 2017

Subject: Add six Veterinary Assistant positions; cancel one vacant Animal Services Lieutenant position; and cancel one vacant Animal Services Sergeant position

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22023 to add six (6) Veterinary Assistant (BKRA) (represented) positions at Salary Plan and Grade QA5 1063 (\$3,348 - \$4,070); cancel one (1) vacant Animal Services Lieutenant (BJHB) (represented) position number 11036 at Salary Plan and Grade ZAH 1025 (\$5,176, - \$6,936); and cancel one (1) vacant Animal Services Sergeant (BJTD) (represented) position number 10865 at Salary Plan and Grade QAH 1398 (\$4,582 - \$5,994) in the Animal Services Department.

**FISCAL IMPACT:**

Upon approval, the cost of this action will be \$108,228 for fiscal year 2016/17. These positions will include an annual pension expense of \$49,995. These positions will be funded by 32% User Fees, 31% City Revenue, and 37% County General Fund. The estimated annual cost for fiscal year 2017/18 is \$216,456, which includes an annual pension expense of \$99,990. Revenues to support these positions will be continued in fiscal year 2017/18.

**BACKGROUND:**

The Animal Services Department is expanding its medical operations, in its spay and neuter, medical, surgical and postoperative services units. The Department has identified

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **03/14/2017** ☒ 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: March 14, 2017

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

By: Roland Hartfield, Deputy

Contact: Arturo Castillo (925)  
608- 8408



### BACKGROUND: (CONT'D)

the need to utilize the Veterinary Assistant classification for permanent staffing to support the medical services division. These positions will provide support to the ongoing and increased medical services, along with emergency veterinary services for our sheltered animals. The Animal Services Department is mandated by the State of California Food and Agriculture Code 30503 and Contra Costa County Ordinance No. 416-8.018 to spay or neuter all shelter animals that are released to the public. The duties of our Veterinary Assistants are essential in maintaining the production of the Spay Neuter Clinic and shelter animal welfare. The Department currently has 5 Registered Veterinarian Technicians (RVT) positions assigned to the medical services division, which support the Department's spay and neuter, medical treatment and surgical services. Each RVT, will be assigned a Veterinary Assistant to support them during surgical procedures, treatments and other medical service activities to maximize the Department's medical services capacity. Additionally, these positions will provide the appropriate level of support so that our RVT and Veterinarian can respond to urgent and emergency care services.

### CONSEQUENCE OF NEGATIVE ACTION:

The Animal Services Department is mandated by the State of California Food and Agriculture Code 30503 and Contra Costa County Ordinance No. 416-8.018 to spay and neuter all shelter animals that are released to the public. The Animal Services medical division is also required by California State Penal Code 597.1 to ensure that animals receive proper and timely veterinary care.

The Animal Services Department will not be able to meet this mandate if this request is not approved.

### CHILDREN'S IMPACT STATEMENT:

No impact.

### ATTACHMENTS

P300 No. 22023 ASD