



**Contra
Costa
County**

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

Subject: Establish the classification of Animal Services Captain-Exempt and add one position in the Animal Services Department

RECOMMENDATION(S):

ADOPT Personnel Resolution No. 22144 to establish the classification of Animal Services Captain-Exempt (BJD2) (unrepresented) at salary plan and grade B85-1874 (\$7,628-\$9,272) and add one (1) full-time position in the Animal Services Department.

FISCAL IMPACT:

Upon approval, this will result in a cost of approximately \$189,140, which includes an annual pension expense of \$39,846. After the classification is established and the ordinance code is amended to exempt this class from the merit system, the Department will return to the Board at a future date to eliminate the Animal Services Deputy Director classification since the Captain class will assume those responsibilities. Once all actions are completed, this will result in a cost neutral action since the salary of the new Animal Services Captain-Exempt classification will be the same as the salary of the Animal Services Deputy Director. The position will be funded by 32% User Fees, 31% City Revenue, 37% County General Fund.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/14/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: Diane Burgis, District III
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 14, 2017

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

By: June McHuen, Deputy

Contact: Arturo Castillo, (925)
608-8470

BACKGROUND:

The Animal Services Department has been working toward a new organizational structure over the past year, which has included the establishment of an executive team that supports the Director of Animal Services in the overall administration of the Animal Services Department. In the past, this function was carried out solely by the Deputy Director of Animal Services; however, due to increased needs for services in the community, there has been growth in both the workforce of the department and the volume/types of work being performed.

The management responsibilities previously performed by the Deputy Director have become too great for one position to perform, so the department has moved to establish new classes to provide operational management over each division (field operations, community outreach, medical programs, and administration) in order to keep the department functioning properly. The Animal Services Captain-Exempt position will be responsible for the oversight and management of the animal control field operations division, advising the Animal Services Director on animal control operation issues, and supervising Animal Services Lieutenants, Sergeants and Officers engaged in field and center activities. This will be the final class needed to establish the executive team support the Director of Animal Services is seeking. The Department will return to the Board at a later date to eliminate the Deputy Director of Animal Services since the Captain class will replace most of those functions.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Director of Animal Services will not have the executive level classification needed to support animal control and field services.

ATTACHMENTS

P300 Animal Services Captain