



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: May 1, 2018

Subject: Abolish the Classification of Deputy Director of Animal Services-Exempt

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22265 to abolish the Deputy Director of Animal Services-Exempt (BJD1) (unrepresented) classification and cancel one vacant position No. 5905 in the Animal Services Department.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Animal Services Department has been working toward a new organizational structure over the past two years, which has included the establishment of an executive team that supports the Director of Animal Services-Exempt 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-Exempt; 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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/01/2018** ☒ 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: May 1, 2018

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

By: June McHuen, Deputy

Contact: Beth Ward, (925)  
608-8400

department has moved to establish new classes to provide operational management over each division (field operations, community

### BACKGROUND: (CONT'D)

outreach, medical programs, and administration) in order to keep the department functioning properly.

The Board of Supervisors approved the new classification of Animal Services Captain-Exempt on November 14, 2017 and one position was added in the Animal Services Department. The incumbent that previously held the position of Deputy Director of Animal Services-Exempt was appointed to the new Captain position on January 5, 2018, eliminating the need for the classification of Deputy Director of Animal Services-Exempt.

### CONSEQUENCE OF NEGATIVE ACTION:

The planned transition of an incumbent from the current classification of Deputy Director of Animal Service-Exempt to the Animal Services Captain - Exempt has been completed. If this order is not approved, the department will be required to allocate \$189,140 for 2018/19 FY for the vacant Deputy Director of Animal Services-Exempt position.

### ATTACHMENTS

P300 No. 22265 ASD