



Contra
Costa
County

To: Board of Supervisors
From: Beth Ward, Animal Services Director
Date: June 21, 2022

Subject: Reallocate the salary of Chief of Shelter Medicine (BKD1) and Registered Veterinary Technician (BKVA)

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25864 to reallocate the salary of Chief of Shelter Medicine – Exempt (BKD1) (unrepresented) classification on the salary schedule from salary plan and grade level B85 1957 (\$9,413-\$11,441) to salary plan and grade level B85 1958 (\$11,023-\$13,399), and reallocate the salary of Registered Veterinary Technician (BKVA) (represented) classification on the salary schedule from salary plan and grade level QA5 1116 (\$4,090-\$5,755) to salary plan and grade level QA5 1117 (\$4,734,-\$5,755) in the Animal Services Department.

FISCAL IMPACT:

The fiscal impact of this action is approximately \$35,000 annually, which includes \$5,500 in pension costs. This increase is due to the increase in salary for the Chief of Shelter Medicine-Exempt position. Minimizing the salary steps for the Registered Veterinary Technician classification has no fiscal impact at this time since no one employee is in a step being eliminated. This will be 100% funded by the General Fund.

BACKGROUND:

The Animal Services Department has experienced difficulty attracting and retaining quality

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/21/2022** ☒ 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: June 21, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Arturo Castillo, (925)
608-8408

candidates for the Chief of Shelter Medicine-Exempt and Registered Veterinary Technician classifications. One main factor of this issue is the salary range. An external study demonstrated that the salary for both classifications is below market data.

BACKGROUND: (CONT'D)

The Chief of Shelter Medicine-Exempt currently has a salary range that is equivalent to the Animal Shelter Veterinarian classification. Structurally, the latter reports to the former. Increasing the salary for Chief of Shelter Medicine-Exempt will address the compaction issue and make the Animal Services Department more competitive with other agencies in the Bay Area.

The Animal Services Department's Center Operations division has consistently had one (1) to two (2) Registered Veterinary Technician vacancies of the 5.0 FTE allocated positions over the past few years. The Registered Veterinary Technician classification has been difficult to fill due to the salary. The entry step of the salary range was found to be lower than the average for comparable classifications in similar agencies. The Registered Veterinary Technician classification currently has eight steps on the salary scale. Reducing the salary steps will provide a more competitive starting salary, and assist in attracting quality staff.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to reallocate salary will impact the Animal Services Department's ability to recruit and retain quality candidates.

ATTACHMENTS

P300 No. 25864