



## Agenda Submittal

**Agenda #:** 9 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Human Resources  
**File #:** 18-720 **Contact:** Marc Fox, 784-2552  
**Agenda date:** 10/23/2018 **Final action:** 10/23/2018  
**Title:** Adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to establish a monthly salary of \$7,129.75 - \$8,666.26 for the classification of Animal Care Manager

**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution, 2. Adopted Resolution, 3. Minute Order

Date	Ver.	Action By	Action	Result
10/23/2018	1	Board of Supervisors	Adopted	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### DEPARTMENTAL RECOMMENDATION:

The Department of Human Resources recommends that the Board of Supervisors adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to establish a monthly salary of \$7,129.75 - \$8,666.26 for the classification of Animal Care Manager.

### SUMMARY:

Human Resources was asked by the Sheriff's Office to review the current classification and salary for the Animal Care Manager. The review resulted in modifications to the classification and a salary survey that indicated that it is 1.04% below the median salary.

The Animal Care Manager manages, plans, directs, and oversees the daily activities and operations of the countywide Animal Care Shelter, and enforcement of codes and regulations related to animal control services for the unincorporated area of the county, and contract service areas as applicable, including animal care, animal control, community outreach, adoption, rescue, foster care, volunteer, and inmate worker programs; shelter operations; veterinary operations and administration.

### FINANCIAL IMPACT:

Adoption of the amendment to the list of numbers and classifications of positions is projected to increase salary and benefits costs by \$789 during the balance of this fiscal year. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

### DISCUSSION:

Upon the February 2013 retirement of the incumbent, the responsibilities of the Animal Care Manager were assigned to a Custody Lieutenant temporarily to address operational matters. The temporary assignment continued until the Sheriff's Office achieved operational efficiencies and a partnership with the Custody

Division that utilized more inmate labor to benefit and enhance the care provided to animals and improve the level of service to the public. Utilizing the Custody Lieutenant to manage the Animal Shelter was never intended to be a permanent solution. The Sheriff's Office now plans to reallocate the Custody Lieutenant back into the custody division.

Human Resources completed a recruitment in February 2018, which was unsuccessful. Prior to reopening the recruitment, the Human Resources Department reviewed the class specification to ensure that the class specification clearly reflected the needs of the Animal Shelter. Additionally, the Human Resources Department conducted a salary survey to validate the County's wage. The review resulted in modifications of the class specification and a salary survey that indicated that the Animal Care Manager is currently 1.04% below the median salary. The class specification has been amended and staff recommends a 1.04% salary increase.

#### **ALTERNATIVES:**

The Board of Supervisors could elect not to amend the Alphabetical Listing of Classes and Salaries; however, the Sheriff's Office and the Department of Human Resources would not recommend this since the recommended salary is commensurate with the responsibilities being performed and would ensure that the salary was current with the median salary for this classification.

#### **OTHER AGENCY INVOLVEMENT:**

Human Resources worked with the Sheriff's Office in revising the class specification for the Animal Care Manager class. The Animal Care Manager class is represented by the Professional and Technical Engineers, Local 21 (Union) and on September 21, 2018, the Union Representative was provided the revisions to the class specification for review. On October 4, 2018, at the request of the Union, the County representatives met with Local 21's Union representative to discuss the proposed changes. Local 21's representative asked clarifying questions regarding the class specification. Local 21's representative did not provide any objections to the proposed revisions to the Animal Care Manager class specification or salary.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**