

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

701



FROM: Human Resources Dept.

SUBMITTAL DATE:
August 18, 2005

SUBJECT: Classification Recommendation for adding Chief Veterinarian to the Community Health Agency and Amend Ordinance No. 440 pursuant to Resolution No. 440-8614 submitted herewith.

RECOMMENDED MOTION: That the Board approves the recommendation contained in the attached Resolution No. 440-8614.

BACKGROUND: The Community Health Agency (CHA) wants to enhance the services available to the public through its Veterinary Services Division by adding the position of Chief Veterinarian, acting as both a Director of Shelter Medicine and County Veterinarian. The incumbent will also be part of the Animal Shelter Division senior management team and provide expert witness testimony on behalf of the County at cruelty case legal proceedings.

Departmental Concurrence

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2005-06

SOURCE OF FUNDS: N/A	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent



Prev. Agn. Ref.: _____ District: _____ Agenda Number: _____

3.44

Chief Veterinarian: It is recommended to add this single position class to the Class and Salary Listing at salary plan/grade MC1 186 L13 (\$80,630.37 - \$110,854.85). CHA/ASD requires a single position for Chief Veterinarian as a critical part of the Animal Services Reorganization Plan dated July 2005 submitted by Animal Services Director, Robert Miller, to the Executive Office. This reorganization will greatly enhance and expand animal services provided to the residents of Riverside County, and quadruples the Veterinary Services staff, from four with one Veterinary Surgeon to 16 with three Veterinary Surgeons (including the Chief Veterinarian) and the addition of a mobile veterinary clinic.

The incumbent in this class will direct the Veterinary Services Division of the CHA/ASD. The incumbent will be responsible for all clinics, mobile spay/neuter and shelter activities pertaining to the health and disease control of animals cared for at County facilities and serve as the County Veterinarian, representing the County to government and the public, and providing expert witness testimony on behalf of the County at cruelty case legal proceedings. The proposed salary for this class is approximately 10% higher than that of the Veterinary Surgeon at salary plan/grade MC1 167 L13 (\$72,767 - \$100,020), which is in keeping with the Animal Services Department Reorganization Plan to maintain internal parity.

Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The Human Resources Department supports CHA's recommendation to add this class.



CHIEF VETERINARIAN

Class Code: 73523

COUNTY OF RIVERSIDE
Established Date: Sep 15, 2005
Revision Date: Sep 15, 2005

SALARY RANGE

\$38.76 - \$53.30 Hourly \$6,719.20 - \$9,237.90 Monthly \$80,630.37 - \$110,854.85 Annually

CLASS CONCEPT:

Under the direction of the Director of Animal Services, this single position classification provides administrative and technical management for the Veterinary Services Division of the Department of Animal Services, Community Health Agency; directs all clinic, mobile spay/neuter and shelter activities pertaining to the health and disease control of animals cared for at County facilities; serves as the County Veterinarian, representing the County to government and the public.

Acting as Director of Shelter Medicine and County Veterinarian, the incumbent ensures thorough oversight of the health and well being of shelter animals, oversight of veterinary staff, spay and neuter programs, and medical oversight for the County animal foster care program; serves as a member of the departmental Senior Management team; provides expert witness testimony on behalf of the County at cruelty case legal proceedings; and does other work as required

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Manages, coordinates, supervises and maintains veterinary medical facilities and services at all Department of Animal Services' shelters; consults with the Director of Animal Services in developing, implementing and evaluating County veterinary programs; creates animal welfare, disease control and prevention training materials for the Department of Animal Services and leads training exercises at all County facilities.
- Performs and/or oversees physical and postmortem examinations on a variety of animals to make diagnoses or pathological findings, and to determine and evaluate community health conditions; instructs, trains and advises both staff and the public in the proper and humane care and treatment of pets and other animals.
- Administers and/or oversees anesthesia and/or other medication as needed; provides surgical and medical care for a variety of sick and injured animals; oversees the administration of immunizations on animals for purposes of disease control; coordinates with the State Veterinary Diagnostic Lab and others for evaluation and recognition of possible biological threats.
- Supervises subordinates to assure clinic and mobile unit work is effectively organized and operationally efficient; assigns and reviews work of subordinate staff; responds to inquiries from the public and department employees relative to Spay and Neuter Clinic or in Mobile Spay/Neuter Clinic activities; provides vacation and temporary relief for Veterinary Surgeons, as required.

- Interprets for other departments, governmental agencies, public or private organizations and interested individuals the State and local laws, rules and regulations related to animal health and disease; oversees proper records management on Spay and Neuter Clinic or in a Mobile Spay/Neuter Clinic activity.
- Responds to cruelty cases and instructs in the proper care and treatment of animals; represents the County as an expert witness during cruelty case legal proceedings.
- Serves in an official capacity as County Veterinarian; tactfully and diplomatically deals with sensitive political and community concerns under stressful circumstances; prepares and monitors the Veterinary Services Division budget; attends local, state and federal conferences as the County Veterinarian, taking the lead to ensure adherence to animal services policy; performs legislative analysis for possible implementation; prepares reports and composes correspondence.

RECRUITING GUIDELINES:

Education and Experience: Must possess a degree of Doctor of Veterinary Medicine from an accredited U.S. college or university of veterinary medicine at the time of appointment; and a minimum of three years of experience practicing veterinary medicine. Experience in shelter medicine, supervision, and program responsibility is highly desirable.

Knowledge of: Principles and practices of current veterinary medicine; animal diseases and their prevention, control and eradication; current veterinary practices and techniques relating to the treatment of injured animals; County, state and federal animal health laws and regulations; animal regulation procedures and problems; County customer service objectives and strategies.

Ability to: Administer, oversee, and coordinate countywide animal medical and regulatory programs; provide surgical and medical services and care for a variety of well, sick and injured animals, including a high volume of spay and neutering operations; analyze critical medical and administrative situations and take effective action; provide state-of-the art, high quality animal medical services in the most efficient manner; evaluate program quality, cost, and overall effectiveness to recommend and implement changes and improvements; hire, train, supervise, and evaluate subordinate veterinarians and technical personnel; use team-building skills to ensure that Veterinary Services staff maintains high morale and works well with other public and private organizations; establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds; treat County employees, representatives of outside agencies and members of the public with courtesy and respect in stressful and sensitive situations; assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral; exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations; effectively communicate orally and in writing.

OTHER REQUIREMENTS:

License/Certificate: A valid license to practice veterinary medicine in the State of California.
Possession of a valid California Driver License.