

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

865



FROM: Human Resources Dept.

SUBMITTAL DATE:
September 12, 2005

SUBJECT: Supervisory and other classification additions in the Community Health Agency Department of Animal Services as outlined in Resolution No. 440-8618.

RECOMMENDED MOTION: That the Board approves the recommendations contained in the attached Resolution No. 440-8618.

BACKGROUND: The Animal Services Reorganization Plan dated July 2005, previously submitted by Robert Miller, Animal Services Director, to the Executive Office, will greatly enhance and expand animal control services provided to the residents of Riverside County and will provide more humane animal care for Riverside County. As part of this plan, the Community Health Agency (CHA) Department of Animal Services (DAS) requests the addition of seven professional and technical level animal care and control classifications.

Ronald W. Romers
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:	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

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

3.30

Supervising Registered Veterinary Technician: It is recommended to add this class to the Class and Salary Listing at salary plan/grade SEU 334 L11 (\$37,477 - \$48,849). Incumbents in this class would provide guidance and supervision to Veterinary Technician staff that performs pre-surgery preparation, assist during sterilization surgeries, provide post-surgery care and tend to the overall welfare of animals. Incumbents would be responsible for oversight at shelter locations as needed. The proposed salary for this class is approximately 17% higher than that of the Registered Veterinary Technician class (proposed below) at salary plan/grade UPE 418 L11 (\$32,009 - \$41,715), which is in keeping with DAS' 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. Human Resources supports CHA/DAS' recommendation to add this class. The class specification is attached.

Registered Veterinary Technician: It is recommended to add this class to the Class and Salary Listing at salary plan/grade UPE 418 L11 (\$32,009 - \$41,715). Incumbents in this class would assist Veterinary Surgeons by performing para-professional duties involved in the surgical sterilization of small animals and assist in their care and treatment, including examination and treatment for minor illnesses or injuries. Registered Veterinary Technicians differ from Veterinary Technicians in that the former perform the more complex pre- and post-surgery animal care and must be registered by the California Board of Examiners in Veterinary Medicine. This class provides career advancement and motivation for current Veterinary Technicians to become registered.

The proposed salary for this class is approximately 10.6% higher than that of the current Veterinary Technician class at salary plan/grade UPE 355 L11 (\$28,942 - \$37,726), which is in keeping with DAS' 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. Human Resources supports CHA/DAS' recommendation to add this class. The class specification is attached.

Supervising Animal Care Technician: It is recommended to add this class to the Class and Salary Listing at salary plan/grade SEU 290 L11 (\$34,967 - \$45,547). The incumbent of this class would plan, coordinate and supervise animal care activities for a specific geographical area and act as a liaison between community groups, private agencies and other governmental jurisdictions. The incumbent would direct the work activities and training of subordinate animal care staff, which would afford more dedicated and focused quality animal care.

The proposed salary for this class is equivalent to the Supervising Animal Control Officer class at salary plan/grade SEU 290 L11 (\$34,967 - \$45,547), which is in keeping with DAS' 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. Human Resources supports CHA/DAS' recommendation to add this class. The class specification is attached.

Senior Animal Care Technician: It is recommended to add this class to the Class and Salary Listing at salary plan/grade UPE 331 L11 (\$27,905 - \$36,344). The incumbent of this class would perform the more difficult and complex animal care and customer service situations, serve as lead person for Animal Care Technicians, oversee the sanitary, feeding and care conditions at an animal shelter, and conduct in-service and public animal care training programs. The incumbent would also assist the Supervising Animal Care Technician with revising animal care procedures, monitoring disease control and handling staff issues.

The proposed salary for this class is equivalent to the Animal Control Officer class at salary plan/grade UPE 331 L11 (\$27,905 - \$36,344), which is in keeping with DAS' 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. Human Resources supports CHA/DAS' recommendation to add this class. The class specification is attached.

Senior Animal License Inspector: It is recommended to add this class to the Class and Salary Listing at salary plan/grade UPE 331 L11 (\$27,905 - \$36,344). CHA/DAS currently employs six Animal License Inspectors to canvass the unincorporated areas of Riverside County and check for dog licenses. The incumbent in this new class would act as lead person for this staff and perform the more difficult or complex Animal License Inspector functions. The incumbent would resolve personnel issues and higher level public complaints or problems. The incumbent would also assist the Supervising Animal Control Officer in planning and presenting staff training and public educational programs on animal control and licensing.

The proposed salary for this class is equivalent to the Animal Control Officer class at salary plan/grade UPE 331 L11 (\$27,905 - \$36,344), which is in keeping with DAS' plan to maintain internal parity. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. Human Resources supports CHA/DAS' recommendation to add this class. The class specification is attached.

Animal Adoption Counselor: It is recommended to add this class to the Class and Salary Listing at salary plan/grade UPE 331 L11 (\$27,905 - \$36,344). Incumbents in this class would assist clientele seeking to adopt pets from DAS, coordinate the adoption of shelter animals, perform inspection of adoptive homes and rescue facilities, coordinate spay/neutering of animals for outreach adoptions, and transport animals to outreach events. This proposed class would provide staff specifically dedicated to the well-organized and successful adoption of animals in County care.

The proposed salary for this class is equivalent to the Animal Control Officer class at salary plan/grade UPE 331 L11 (\$27,905 - \$36,344), which is in keeping with DAS' 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. Human Resources supports CHA/DAS' recommendation to add this class. The class specification is attached.

Mobile Spay & Neuter Clinic Operator: It is recommended to add this class to the Class and Salary Listing at salary plan/grade UPE 430 L11 (\$32,693 - \$42,599). The incumbent of this class would operate a tractor-trailer "Super Bus" being converted into the Riverside County DAS Mobile Spay/Neuter Clinic, who would also be responsible for vehicle fueling, inspection, basic maintenance and simple repair. The incumbent would also assist the spay/neuter staff in moving animals from vehicles to holding shelters or vice versa and assist in cleaning the surrounding grounds prior to vacating the mobile clinic site. This proposed class requires a Class A Driver License with a clean DMV record and a minimum of one year of tractor-trailer driving experience and some experience working in a veterinary or animal shelter facility.

The proposed salary for this class is equivalent to the Truck and Trailer Driver class at salary plan/grade UPE 430 L11 (\$32,693 - \$42,599), which is similar in concept, duties and responsibilities, minimum requirements and experience. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. Human Resources supports CHA/DAS' recommendation to add this class. The class specification is attached.

AT-WILL DESIGNATION

Chief Veterinarian: The Human Resources Form 11 regarding the Chief Veterinarian class did not request that the single position Chief Veterinarian class be made At-Will to the Agency/Department Head (Department of Animal Services Director). To correct this oversight, it is recommended to amend the classification specification to include the At-Will language. The revised class specification is attached.

1 RESOLUTION NO. 440-8618

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on September 27, 2005, that pursuant to Section 4.C. of
5 Ordinance No. 440, the Assistant County Executive Officer/Director of Human Resources is authorized to
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period
7 following approval, as follows:

8 <u>Job</u>			<u>Salary</u>
9 <u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
10 73508	+	Animal Adoption Counselor	UPE 331
11 73509	+	Mobile Spay/Neuter Clinic Operator	UPE 430
12 73501	+	Registered Veterinary Technician	UPE 418
13 73504	+	Senior Animal Care Technician	UPE 331
14 73506	+	Senior Animal License Inspector	UPE 331
15 73502	+	Supervising Animal Care Technician	SEU 290
16 73500	+	Supervising Registered Veterinary Technician	SEU 344

17 BE IT FURTHER RESOLVED that pursuant to Section 4.C.(2) of Ordinance No. 440, is authorized to
18 add the following classification(s) to Appendix II, operative on the date of approval:

19 <u>Job</u>		
20 <u>Code</u>	<u>+/-</u>	<u>Class Title</u>
21 73523	+	Chief Veterinarian