

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



ITEM: 3.18  
(ID # 18329)

**MEETING DATE:**  
Tuesday, March 01, 2022

**FROM :** HUMAN RESOURCES:

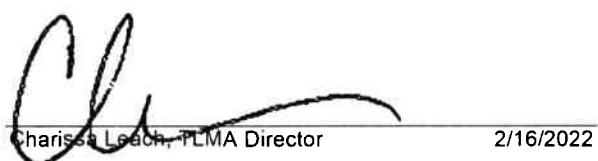
**SUBJECT:** HUMAN RESOURCES: Recommendation to create a new Veterinary Surgeon - Per Diem classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9244, All Districts. [Total cost: \$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the creation of the Veterinary Surgeon - Per Diem classification; and,
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9244.

**ACTION:Policy**

  
Brenda Diederichs, Assistant CEO / Human Resources Director 2/16/2022

  
Charissa Leach, PLMA Director 2/16/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended that Resolution 440-9244 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: March 1, 2022  
xc: HR

Kecia R. Harper  
Clerk of the Board

By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	21/22

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Department of Animal Services (DAS) strives to promote an environment of responsible pet ownership through progressive animal welfare initiatives, community outreach, and humane education in a culture of compassion, creativity, and integrity. The Department believes the character of their organization is best reflected in the strong dedication of each one of their employees who strive to meet the highest standards of performance and compassion on behalf of the animals and the people they serve. DAS provides invaluable services to the community, which includes performing sterilization surgeries on animals at both County spay and neuter clinics, mobile spay and neuter clinics, and at our County Animal Shelters. This service is legally required per Senate Bill 250, Dogs and cats: spaying and neutering (SB-250), and is vitally important in helping reduce pet overpopulation and critical to ensuring the health and well-being of animals.

DAS has traditionally established contracts with private sector Veterinary Surgeons through the procurement process. This practice has been in place since July 2015, and is intended to provide additional support for spay and neuter demands at County's shelter. While the County employs regular full-time Veterinary Surgeons to perform these functions on a daily basis, the population of animals at the shelter requiring services is ever changing, so these private Veterinary Surgeons provide assistance with any additional spay and neuter procedures needed that are above and beyond what can be performed by existing staff. Without the proper staffing of Veterinary Surgeons, hundreds of animals per month could be quickly backlogged as animal are being adopted and impounded daily. Contracted Veterinary Surgeons are essential in helping the Department work through the backlog and ensuring that any mandated spay and neuter timeframes are met. Historically, these contracted Veterinary Surgeons work only 1-3 days per month.

As a result of the regular and consistent need for additional veterinary surgical support through these contracted providers, the Department has requested that Human Resources provide a recommendation to streamline the hiring process for these Veterinary Surgeons while preserving the longstanding, agreed upon rate of \$750 per day. There is a nationwide shortage of Veterinary Surgeons, and many of the contracted Veterinary Surgeons have expressed an interest in moving into a more regular arrangement with the County in lieu of a contracted relationship, given that their support closely mirrors a per diem arrangement. This change to the employment relationship would relieve the private sector Veterinary Surgeons from having to

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regularly renew their contracts through the County procurement process and provide a more efficient and operationally supported method to be hired and compensated.

Therefore, Human Resources recommends establishing a Veterinary Surgeon-Per Diem job class with a salary that will support longstanding agreed upon \$750 daily rate of pay. Although the recommended salary for the Veterinary Surgeon-Per Diem will exceed the regular Veterinary Surgeon, the Per Diem version does not receive County benefits which more than supports the higher rate of pay. Additionally, no Veterinary Surgeon-Per Diem incumbent is expected to work full time hours. Each incumbent will continue to work 1-3 days per month.

**Classification Addition:**

**Veterinary Surgeon - Per Diem:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade EXE 275 (\$195,000/year). The new class specification is attached (**Attachment 2**).

**Impact on Residents and Businesses**

There is no impact on Residents or Businesses. Approval of the proposed Veterinary Surgeon - Per Diem classification will increase the County's administrative and operational efficiencies, simplify the hiring process for candidates, and ensure that the Department and community needs are met.

**Additional Fiscal Information**

The creation of a Veterinary Surgeon - Per Diem job classification will have no immediate costs to the Department. DAS will add these position(s) to their budget at a later date. The cost to add one Veterinary Surgeon - Per Diem will be up to a maximum of \$750/day (not to exceed \$195,000/year). The Department has indicated that any future costs will be absorbed through the Department's budget and will not require a budget adjustment as they have budgeted for these rates under the current contractor arrangement.

**ATTACHMENTS:**

1. Resolution No. 440-9244
2. Veterinary Surgeon - Per Diem Class Specification

  
Meghan Hahn, Senior Management Analyst      2/17/2022

# Attachment 1

**(INSERT completed Resolution No. 440-XXX)**

# Attachment 2



# VETERINARY SURGEON – PER DIEM

Class Code:  
73525

Bargaining Unit: Salary Ordinance 440 –  
Exempt Unit – Per Diem

COUNTY OF RIVERSIDE  
Established Date: March 1, 2022  
Revision Date: March 1, 2022

## SALARY RANGE

\$93.75 Hourly  
\$16,250 Monthly  
\$195,000 Annually

### CLASS CONCEPT:

Under direction, performs surgery in a County Spay and Neuter Clinic or in a Mobile Spay and Neuter Clinic; provides examinations and medical treatment to impounded animals; supervises clinic activities; and performs other related duties as required.

The Veterinarian Surgeon is a professional level classification with a license to practice veterinary medicine in the state of California. Incumbents receive technical and administrative direction from a Chief Veterinarian and are also directly responsible for a Shelter Medicine Program. This class is utilized within the Veterinarian Services Division of the Department of Animal Services, with primary responsibility for the performance of sterilization surgery on animals at a County Spay and Neuter Clinic or Mobile Spay and Neuter Clinic. Additional responsibilities include the supervision of subordinate staff that provide surgical assistance, animal care, and clerical support services.

The Veterinary Surgeon is distinguished from the Chief Veterinarian in that the latter is responsible for the overall management of subordinate staff, in addition to the oversight of departmental goals, objectives and protocols.

Per Diem personnel are distinguished from regular employees in that they receive additional compensation in lieu of County fringe benefits and work assignments may be on a flexible work hour schedule.

### REPRESENTATION UNIT:

Salary Ordinance 44 – Exempt Unit – Per Diem

### EXAMPLES OF ESSENTIAL DUTIES:

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

- Perform physical examinations, vaccinations and diagnostics treatment on animals to

determine appropriate placement/sheltering of animals.

- Using appropriate medical equipment, perform sterilization and other surgeries as necessary on animals; administer anesthesia and/or other medications as needed.
- Perform immunizations on animals for purpose of disease control.
- Perform postmortem exams on a variety of animals in order to make diagnosis or pathological findings to ensure community health.
- Maintain control of medicinal and surgical supplies.
- Ensure through subordinate staff all office equipment and miscellaneous supplies required for clinic activities are maintained at an adequate level and that requisitions are prepared and submitted through appropriate channels as necessary.
- Supervise employees to ensure clinic work is adequately performed; instructs, train and advise paraprofessional staff in the proper care and treatment of animals including the euthanasia of dogs, cats, birds and livestock.
- Assign and review work of subordinate staff; respond to inquiries from the public and department employees relative to Spay and Neuter Clinic or Mobile Spay/Neuter Clinic activities.
- Maintain records on Spay and Neuter Clinic and Mobile Spay/Neuter Clinic activities; prepare reports and compose correspondence.

## **RECRUITING GUIDELINES:**

Education: Graduation from an accredited school of veterinary medicine with a degree of Doctor of Veterinary Medicine.

Knowledge of: The principles and practices of modern veterinary medicine, particularly as they relate to the treatment of small animals like dogs and cats; the methods of examining and preparing animals for surgery and of testing and treating them for disease; the laws and regulations governing licensing, quarantine, impounding and care and treatment of animals.

Ability to: Administer medical treatment to and perform surgery on animals; diagnose diseases among animals; deal tactfully and effectively with the public; prepare correspondence, records and reports as necessary.

## **OTHER REQUIREMENTS:**

License: A valid license to practice veterinary medicine in the State of California. (An applicant lacking a valid license to practice veterinary medicine in the State of California may be appointed provided he/she acquires the license within 12 months from date of hire.)

Possession of a valid California Driver's License.

## **PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which



involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

### **PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

RESOLUTION NO. 440-9244

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on March 1, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
73525	+	Veterinary Surgeon – Per Diem	EXE 275

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

Kecia R. Harper, Clerk of said Board

By   
Deputy

/kc  
02/07/2022  
440 Resolutions\KC

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