

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



ITEM: 3.35
(ID # 20540)

MEETING DATE:
Tuesday, November 29, 2022

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendation to establish a new Registered Veterinary Technician – Per Diem classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9306, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the Registered Veterinary Technician - Per Diem classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9306.

ACTION: Policy

Michael Bowers

Michael Bowers, Assistant HR Director 11/15/2022

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 and that Resolution 440-9306 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Hewitt, and Perez
Nays: None
Absent: None
Date: November 29, 2022
xc: HR

Kecia R. Harper
Clerk of the Board

By: *Cindy Spurdy*
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 22/23	

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 operates four shelters located in Blythe, Jurupa Valley, San Jacinto, and Thousand Palms.

DAS provides invaluable services to the community, which includes performing sterilization surgeries on animals at both County spay and neuter clinics, as well as mobile spay and neuter clinics. Dogs and cats are required by state law to be spayed or neutered when adopted. Registered Veterinary Technicians (RVTs) play a vital role in spay/neuter clinic operations and provide high-level medical oversight to shelter animals during the intake process and through their shelter stay.

In recent years, a nationwide RVT shortage has made these positions in high-demand and difficult-to-recruit. RVT's require formal education and training, and are required to pass a state board exam, while maintaining a license in good standing. DAS has been unable to successfully fill multiple RVT vacancies over the last four months. Furthermore, DAS has traditionally utilized the Temporary Assignment Program (TAP) to recruit temporary RVT's. However, due to the limitation on the length of time a TAP can fill a position and the amount of DAS resources expended to train incumbents during this time, it is recommended to establish an RVT-Per Diem job class. The RVT-Per Diem job class will allow DAS to extend an incumbent's employment on an on-going basis and offer an attractive compensation, which will ultimately assist with ensuring staff coverage and expanded services.

Classification Addition:

Registered Veterinary Technician - Per Diem: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEPD 112 (\$66,928/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 Registered

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Veterinary Technician - Per Diem classification will increase the County's administrative and operational efficiencies, and ensure that the Department and community needs are met.

Additional Fiscal Information

The creation of a Registered Veterinary Technician - Per Diem job classification will have no immediate costs to the Department. DAS will add the position(s) to their budget at a later date. The cost to add one Registered Veterinary Technician - Per Diem is \$32.18/hour (not to exceed \$66,928/year). The Department has indicated that any future costs will be absorbed through the Department's budget and will not require a budget adjustment.

ATTACHMENTS

1. Resolution No. 440-9306
2. Registered Veterinary Technician - Per Diem Class Specification



Meghan Hahn, Principal Management Analyst 11/16/2022

REVISED

RESOLUTION NO. 440-9306

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on November 29, 2022, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

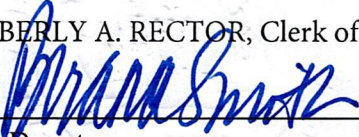
<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
73498	+	Registered Veterinary Technician - Per Diem	<u>EXE 189</u>

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
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.

KIMBERLY A. RECTOR, Clerk of said Board

By:  Deputy

11.29.2022 3.35

/kc
Revised
02/14/2023

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11/07/2022
440 Resolutions\KC

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Attachment 1

(INSERT completed Resolution No. 440-XXX)

Attachment 2



REGISTERED VETERINARY TECHNICIAN – PER DIEM

Class Code:
73498

Bargaining Unit: Salary Ordinance 440 –
Exempt Unit

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

SALARY RANGE

\$32.18 Hourly
\$5,577.36 Monthly
\$66,928.37 Annually

CLASS CONCEPT:

Under supervision, assists Veterinary Surgeon by performing routine and para-professional duties involved in the surgical sterilization of small animals at a County Spay and Neuter Clinic; assists in the care and treatment of animals; and performs other related duties as required.

The Registered Veterinary Technician – Per Diem is the first professional level classification in the Registered Veterinary Technician series and reports to a Supervising Registered Veterinary Technician. The County Spay and Neuter Program and shelter functions as part of the Veterinary Services Division of the Riverside County Department of Animal Services. Sterilization surgeries are performed on small animals (e.g., dogs, cats and rabbits), and shelter animals are examined and treated for minor illnesses or injuries.

The Registered Veterinary Technician – Per Diem is distinguished from the Veterinary Assistant class in that the former is registered by the California Veterinary Medical Board, and performs the more complex pre-surgery and post-surgery care of animals as allowable under their certification and may function as a lead over staff performing veterinary care duties. Instruction, guidance, and supervision is received from a Veterinary Surgeon or Supervising Registered Veterinary Technician. The Registered Veterinary Technician – Per Diem classification is distinguished from the Supervising Registered Veterinary Technician by the latter's having full supervisory responsibility for a unit.

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 440 – Exempt Unit

EXAMPLES OF ESSENTIAL DUTIES:

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

- Assist a Veterinary Surgeon in the administration of physical examinations to determine surgical fitness of animals by handling animals during the examination.
- Prepare instruments and medical supplies for Veterinary Surgeon's use; prepare animals for sterilization surgery and assist with anesthesia procedures.
- Provide the Veterinary Surgeon with supplies needed during the sterilization surgery of animals; provide support for any emergencies that might arise.
- Monitor animals during surgery as needed; observe animals after surgery to detect any abnormal behavior or physical symptoms and report findings to the Veterinary Surgeon.
- Clean and prepare surgical packs and instruments for sterilization prior to surgery; provide general care for and feed animals.
- Under direction, render first aid, medical treatments, and therapy as required for hospitalized animals.
- Assist with the admittance and discharge of animals to and from clinic.
- Assist in training clinic personnel; order necessary materials and medications required by the Spay and Neuter Facility and Shelter.
- Assist with filling prescriptions; assist spay and neuter staff with daily operations.
- Observe general shelter population for illness and/or injury.
- Assist veterinarians in treating shelter animals, including a variety of exotic animals, through the restraining and managing of many different species.

RECRUITING GUIDELINES:

Education: Successful completion of the education necessary to obtain the required certification issued by the California Veterinary Medical Board.

1 RESOLUTION NO. 440-9306

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<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
73498	+	Registered Veterinary Technician - Per Diem	SEPD 112

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10 ROLL CALL:

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

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

16 KECIA R. HARPER, Clerk of said Board

17 By: 
18 Deputy

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11/07/2022
440 Resolutions\KC
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