

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



ITEM: 3.18
(ID # 26665)

MEETING DATE:
Tuesday, December 10, 2024

FROM : HUMAN RESOURCES AND DEPARTMENT OF ANIMAL SERVICES

SUBJECT: HUMAN RESOURCES AND DEPARTMENT OF ANIMAL SERVICES: Classification and Compensation recommendation to adjust the salary of various veterinary related classifications, and establish a new Veterinary Assistant – Per Diem classification; and amend Ordinance No. 440 Pursuant to Resolution No. 440-9463. All Districts. [Current Year Cost – \$0, Ongoing Cost – \$0].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to adjust the salary of referenced classifications.
2. Approve the creation of a new Veterinary Assistant - Per Diem classification.
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9463.

ACTION:Policy

Kim Youngberg

Kim Youngberg

11/21/2024

Tami Douglas-Schatz

Tami Douglas-Schatz, Director of Human Resources

12/2/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: December 10, 2024
xc: HR, Animal Services

Kimberly A. Rector
Clerk of the Board
By: *Kimberly A. Rector*
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	N/A	N/A	N/A	N/A
SOURCE OF FUNDS: 100% Department Budget			Budget Adjustment: No	
			For Fiscal Year: 24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Department of Animal Services (Department) promotes an environment of responsible pet ownership through progressive animal welfare initiatives, community outreach, and education. Its mission is to improve the County for residents and animals through education, humane sheltering, responsible pet placement, animal services enforcement, and reduction of pet overpopulation. The Department serves 1.82 million Riverside County residents, and 16 contract cities. The County Spay and Neuter Program and shelter function as part of the Veterinary Services Division within the Department. Sterilization surgeries are performed on small animals, and shelter animals are examined and treated for minor illnesses or injuries.

Veterinary-related classifications in the Department work alongside the other members of the veterinary healthcare team to provide crucial support to the shelter animal population. Human Resources was requested to review the following veterinary-related classifications within the Department: Supervising Registered Veterinary Technician, Registered Veterinary Technician, Registered Veterinary Technician - Per Diem, Veterinary Assistant (both market for the existing classification and to create a Per Diem equivalent), Animal Services Dispatcher, Commander of Field Services, and Animal Services Manager.

The Human Resources Department Classification and Compensation Division found that the base salaries of these veterinary-related classifications were lower than those of comparable positions in the counties studied through the five-county market review. The Department would like to bring the classifications found to be below the five-county market up to be market competitive, to aid them in filling vacancies and retaining talented employees to perform these vital para-professional and support roles. Based on the market findings, it is recommended that the classifications referenced below receive a salary adjustment to bring the base salary range up to the current market average.

It is also recommended that the Human Resources Department establish a new Veterinary Assistant - Per Diem classification to support the Department's operational needs and set the maximum pay to the proposed new maximum of its counterpart Veterinary Assistant classification. The addition of the Veterinary Assistant - Per Diem classification will assist the department in hiring additional temporary staff to support shelter operations.

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

Additional classifications were identified as needing correction given adjustments being proposed at the lower working level of the veterinary classifications. The Classification and Compensation Division recommends the proposed adjustment to the minimum base salary of the Commander of Field Services classification to bring parity with the minimum base salary of the Department Public Information Officer I classification based on their at-will status. Additionally, the Classification and Compensation Division recommends an adjustment to the minimum and maximum base salary of the Animal Services Manager to set parity with the new base salary of the Commander of Field Services classification given their similar organizational level, span of control, and at-will status.

Classification Addition:

Veterinary Assistant - Per Diem: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade EXE 188 (\$65,791 annually).

Salary Adjustment:

Supervising Registered Veterinary Technician: It is recommended to adjust the salary plan/grade from SEUS 426 (\$62,058 - \$80,983 annually) to salary plan/grade SEUS 499 (\$65,834 - \$90,545 annually).

Registered Veterinary Technician: It is recommended to adjust the salary plan/grade from LIU 614 (\$55,841 - \$76,761 annually) to salary plan/grade LIU 634 (\$57,263 - \$76,761 annually).

Registered Veterinary Technician - Per Diem: It is recommended to adjust the salary plan/grade from EXE 193 (\$71,323 - \$71,323 annually) to EXE 203 (\$76,761 - \$76,761 annually).

Veterinary Assistant: It is recommended to adjust the salary plan/grade from LIU 339 (\$43,746 - \$65,144 annually) to LIU 356 (\$44,579 - \$65,791 annually).

Animal Services Dispatcher: It is recommended to adjust the salary plan/grade from LIU 306 (\$42,640 - \$54,979 annually) to LIU 360 (\$44,995 - \$58,559 annually).

Commander of Field Services: It is recommended to adjust the salary plan/grade from MRP 246 (\$77,997 - \$123,849 annually) to MRP 339 (\$87,344 - \$123,849 annually).

Animal Services Manager: It is recommended to adjust the salary plan/grade from MRP 202 (\$73,823 - \$117,199 annually) to MRP 339 (\$87,344 - \$123,849 annually).

Impact on Residents and Businesses

This request has the potential to create a significant positive impact on residents and the pet population in the County, especially the shelter animal population. Adjusting the salary ranges for these veterinary-related classes will support the department in its efforts to attract and retain qualified support personnel willing to work in challenging shelter conditions. By ensuring the

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

Department is market-competitive, the Board will enable the Department to continue offering critical services for the County and its residents.

Additional Fiscal Information

There is no immediate cost associated with the proposed adjustments as the current rates of all incumbents in the referenced classifications are higher than the new proposed minimum base salary. There is also no cost associated with the proposed addition of the Veterinary Assistant - Per Diem classification at this time. If this Form 11 is approved, the Department will submit a request for any new position(s) as needed through the Human Resources Department.

Attachments:

1. Resolution No. 440-9463;
2. Market Data for veterinary-related classifications; and
3. Veterinary Assistant - Per Diem class specification.


Cesar Bernal, PRINCIPAL MGMT ANALYST 12/4/2024

1 RESOLUTION NO. 440-9463

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of
4 California, in regular session assembled on December 10, 2024, that pursuant to Section 3(a)(iv) of
5 Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing
6 of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:
7

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
73497	+	Veterinary Assistant - Per Diem	EXE 188

10
11
12 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of
13 Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at
14 the beginning of the pay period following the date of approval, as follows:
15

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
73496	Animal Services Dispatcher	LIU 306	LIU 360
73513	Animal Services Manager	MRP 202	MRP 339
73521	Commander of Field Services	MRP 246	MRP 339
73501	Registered Veterinary Technician	LIU 614	LIU 634
73498	Registered Veterinary Technician - Per Diem	EXE 193	EXE 203
73500	Supervising Registered Veterinary Technician	SEUS 426	SEUS 499
73503	Veterinary Assistant	LIU 339	LIU 356

16
17
18
19
20
21
22
23
24
25
26
27 /kc
11/20/2024
28 440 Resolutions/KC

2
3 RESOLUTION NO. 440-9463

4
5 ADOPTED by Riverside County Board of Supervisors on December 10, 2024.

6
7 ROLL CALL:

8
9 Ayes: Jeffries, Washington, Spiegel, Perez, and Gutierrez

10 Nays: None

11 Absent: None

12
13
14 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of
15 Supervisors on the date therein set forth.

16
17 KIMBERLY A. RECTOR, Clerk of said Board

18
19 By:  _____
20 Deputy

External Market Survey Data

Supervising Registered Veterinary Technician

SEIU

Riv Co Class Code: 73500

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	No comparable classification	n/a	n/a	n/a	n/a	n/a	
Orange County	Supervising Registered Veterinary Technician	5921SM	\$67,517	\$91,021	34.81%	\$79,269	
San Bernardino County	No comparable classification	n/a	n/a	n/a	n/a	n/a	
San Diego County	No comparable classification	n/a	n/a	n/a	n/a	n/a	
Ventura County	Senior Veterinary Technician - Registered	362	\$64,152	\$90,068	40.40%	\$77,110	
City of Corona	No comparable classification	n/a	n/a	n/a	n/a	n/a	e
City of Moreno Valley	No comparable classification	n/a	n/a	n/a	n/a	n/a	e
	County Mean:		\$65,834.45	\$90,544.58	37.53%		
	County Median:		\$65,834	\$90,545	37.53%		
Riverside County	Supervising Registered Veterinary Technician	73500	\$62,058.05	\$80,983.34	30.50%	\$71,521	
	Dollar difference from Mean:		-\$3,776	-\$9,561			
	Percentage difference from mean:		-5.74%	-10.56%			
	Dollar difference from median:		-\$3,776	-\$9,561			
	Percentage difference from median:		-5.74%	-10.56%			

Notes:

Run Date: 4/17/2024

Date Prepared/Revised: 9/17/2024

By: BL

External Market Survey Data

Registered Veterinary Technician

LIUNA

Riv Co Class Code: 73501

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	Registered Veterinary Technician	2986	\$58,704	\$79,107	34.76%	\$68,906	
Orange County	Registered Veterinary Technician	5920GE	\$60,611	\$81,702	34.80%	\$71,157	
San Bernardino County	Registered Veterinary Technician	16406	\$52,978	\$72,800	37.42%	\$62,889	
San Diego County	Registered Veterinary Technician	5710	\$58,240	\$71,531	22.82%	\$64,886	
Ventura County	Veterinary Technician - Registered	365	\$55,784	\$78,320	40.40%	\$67,052	
City of Corona	No comparable classification	n/a	n/a	n/a	n/a	n/a	
City of Moreno Valley	No comparable classification	n/a	n/a	n/a	n/a	n/a	
	County Mean:		\$57,263.45	\$76,692.25	33.93%		
	County Median:		\$58,240	\$78,320	34.48%		
Riverside County	Registered Veterinary Technician	73501	\$55,841.14	\$76,761.36	37.46%	\$66,301	
	Dollar difference from Mean:		-\$1,422	\$69			
	Percentage difference from mean:		-2.48%	0.09%			
	Dollar difference from median:		-\$2,399	-\$1,559			
	Percentage difference from median:		-4.12%	-1.99%			

Notes: The City of Corona's does not possess a comparable classification to the County of Riverside's Registered Veterinary Technician classification. The City of Corona's animal-related classifications include: Animal Care Attendant (P-T/Temp), Animal Control Officer I/II, and Animal Control Supervisor.

The City of Moreno Valley does not possess a comparable classification to the County of Riverside's Registered Veterinary Technician classification. The City of Moreno Valley's animal-related classifications include: Animal Care Tech - Temp, Animal Svcs. Dispatcher, Animal Svcs. Asst., Animal Rescue Coord., Animal Svcs. License Inspector, Animal Care Tech., Animal Control Officer, Animal Care Tech. Supv., Animal Svcs. Office Supv., Animal Svcs. Field Supv., and Animal Svcs. Div. Mgr.

External Market Survey Data

Veterinary Assistant

LIUNA

Riv Co Class Code: 73503

Market Research

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint	Outlier
Los Angeles County	No comparable classification	n/a	n/a	n/a	n/a	n/a	
Orange County	Veterinary Assistant	5151GE	\$52,978	\$71,282	34.55%	\$62,129.60	
San Bernardino County	No comparable classification	n/a	n/a	n/a	n/a	n/a	
San Diego County	No comparable classification	n/a	n/a	n/a	n/a	n/a	
Ventura County	Veterinary Assistant	517	\$36,180	\$60,301	66.67%	\$48,240.59	
City of Corona	No comparable classification	n/a	n/a	n/a	n/a	n/a	
City of Moreno Valley	No comparable classification	n/a	n/a	n/a	n/a	n/a	

County Mean: \$44,579 \$65,791 47.58% \$55,185.09
 County Median: \$44,579 \$65,791 47.58% \$55,185.09

Riverside County [Veterinary Assistant](#) 73503 \$43,746 \$65,144 48.92% 54444.95

Dollar difference from Mean: **-\$834** **-\$647**
 Percentage difference from mean: **-1.87%** **-0.98%**
 Dollar difference from median: **-\$834** **-\$647**
 Percentage difference from median: **-1.87%** **-0.98%**

PICs:

Notes:

External Market Survey Data

Animal Services Dispatcher

LIUNA

Riv Co Class Code: 73496

Market Research

Survey Data

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread	Midpoint		Outlier	HASC Annual	HASC 50%
Los Angeles County	Dispatcher II	2447	\$43,923	\$59,136	34.63%	\$51,529.68	\$24.77			
Orange County	Dispatch Services Operator	0692GE	\$44,325	\$59,072	33.27%	\$51,698.40	\$24.86			
San Bernardino County	No Comparable Class					\$0.00	\$0.00			
San Diego County	Animal Services Dispatcher	2778	\$46,738	\$57,470	22.96%	\$52,104.00	\$25.05			
Ventura County	No Comparable Class					\$0.00	\$0.00			

County Mean: \$44,995 \$58,559 30.15% \$51,777.36
 County Median: \$44,325 \$59,072 33.27% \$51,698.40

Riverside County [Animal Services Dispatcher](#) 73496 \$42,640 \$54,979 28.94% 48809.385

Dollar difference from Mean: **-\$2,355** **-\$3,580**
 Percentage difference from mean: **-5.23%** **-6.11%**
 Dollar difference from median: **-\$1,685** **-\$4,093**
 Percentage difference from median: **-3.80%** **-6.93%**

Notes:

Run Date: 5/8/2024

Date Prepared/Revised: 9/17/2024



VETERINARY ASSISTANT – PER DIEM

Class Code:
73497

COUNTY OF RIVERSIDE
Established Date: December 12, 2024
Revision Date: December 12, 2024

SALARY RANGE

\$31.63 Hourly
\$5,482.58 Monthly
\$65,791.00 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 Veterinary Assistant – Per Diem is an entry-level classification 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 Veterinary Assistant – Per Diem is distinguished from the Registered Veterinary Technician classification in that the latter 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. Instruction, guidance, and supervision is received from a Veterinary Surgeon or Supervising Registered Veterinary Technician. Upon obtaining a valid Registered Veterinary Technician certificate, incumbents may promote to the Registered Veterinary Technician classification with a satisfactory performance evaluation.

REPRESENTATION UNIT: Salary Ordinance 440 – Exempt Unit

EXAMPLES OF ESSENTIAL DUTIES (may include but not limited to):

- 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 treatment, and therapy as required for hospitalized animals.
- Assist with 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.
- Clean and prepare workspaces before and after procedures including the surgical suite, surgical preparation area, animal receiving, animal holding, and recovery rooms.

RECRUITING GUIDELINES:

OPTION I

Education: None required.

Experience: Two years of experience in the care and treatment of small animals under the supervision of a licensed veterinarian at a veterinary clinic or small animal hospital. (Completion of 30 semester or 45 quarter units in animal health, animal science, zoology, or a related field to the assignment may be substituted for up to one year of the required experience.)

OPTION II

Education: None required.

Experience: Three years of experience in the care and handling of animals with a public or private agency. (Completion of 30 semester or 45 quarter units in animal health, animal science, zoology, or a related field to the assignment may be substituted for up to one year of the required experience.)

ALL OPTIONS

Knowledge of: Safe, humane, and efficient methods for the care and treatment of small animals, particularly dogs and cats; equipment and procedures used at a veterinary clinic; physical and behavioral characteristics of small animals; substances and methods used to clean and disinfect animal habitats.

Ability to: Care for small animals; recognize abnormal behavioral and physical symptoms in small animals; safely handle and maintain clinic medical instruments and equipment; deal tactfully and effectively with the public; maintain simple records and make reports as necessary.

OTHER REQUIREMENTS:

License: Possession of a valid California Driver's License may be required.

A series of three Rabies vaccines is required within 30 days of employment.

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.