



Mendocino County

Legislation Text

File #: 21-1208, Version: 1

To: Board of Supervisors

From: Human Resources

Meeting Date: November 9, 2021

Department Contact: Juanie Cranmer

Phone: 234.6600

Department Contact: Cherie Johnson

Phone: 463.4441

Item Type: Consent Agenda

Time Allocated for Item: N/A

Agenda Title:

Adoption of Resolution Amending the Position Allocation Table as Follows: Animal Care Services - Budget Unit 2860, Add 1.0 FTE Animal Control Assistant

Recommended Action/Motion:

Adopt Resolution amending the Position Allocation Table as follows: Animal Care Services - Budget Unit 2860, Add 1.0 FTE Animal Control Assistant; and authorize Chair to sign same.

Previous Board/Board Committee Actions:

On June 22, 2021, the Board of Supervisors adopted the Master Position Allocation Table for the FY 2021-2022 Budget, Resolution Number 21-090. On August 31, 2021, the Board of Supervisors directed staff to take appropriate steps to transfer Animal Control Services from the Sheriff's Office to Animal Care Services.

Summary of Request:

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

The transfer of Animal Control Services from the Sheriff's Office to Animal Care Services is expected result in an increase of telephone calls/dispatching needs that will require one (1) additional Animal Control Assistant; it is anticipated that phone call volume will increase by as much as 3,000 calls annually. Currently Animal Care Services functions with one (1) Animal Control Assistant; in addition to front counter support, this position answers phone calls, enters data, researches animal-owner address information pertaining to calls for service and dispatches calls to the Animal Control Officers, and performs other clerical support as needed. The additional workload related to Animal Control will be more than one (1) person can handle.

The fiscal impacts of adding one full time equivalent (1.0 FTE) Animal Control Assistant (\$31,366.40 - \$38,105.60/annually) shown below are calculated at Step 5, including the cost of benefits.

Alternative Action/Motion:

Do not adopt recommendation and direct staff.

How Does This Item Support the General Plan? This proposed action is supportive of the delivery of programs and services to communities in an integrated, coordinated and equitable manner. This action would be supportive in the ability of the County to deliver services to the public.

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Budget Unit 2860

current f/y cost: \$34,881

annual recurring cost: \$64,778

budget clarification: Animal Care will work with EO Budget Team for a budget adjustment.

budgeted in current f/y: No

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Cherie Johnson, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk II

Date: November 12, 2021

Final Status: **Adopted**

Executed Item Type: **Resolution** Number: 21-157

