

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY

DEPT: Stanislaus Animal Services Agency

BOARD AGENDA #: *B-1

AGENDA DATE: November 22, 2016

SUBJECT:

Approval to Amend the Salary and Position Allocation Resolution to Delete One Animal Services Operations Supervisor Position and Add a Maintenance Engineer III Position

BOARD ACTION AS FOLLOWS:

No. 2016-569

On motion of Supervisor Withrow, Seconded by Supervisor O'Brien

and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended


2) Denied

3) Approved as amended

4) Other:

MOTION:

ATTEST:


ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Stanislaus Animal Services Agency
Urgent Routine



BOARD AGENDA #: *B-1

AGENDA DATE: November 22, 2016

CEO CONCURRENCE:



4/5 Vote Required: Yes No

SUBJECT:

Approval to Amend the Salary and Position Allocation Resolution to Delete One Animal Services Operations Supervisor Position and Add a Maintenance Engineer III Position

STAFF RECOMMENDATIONS:

1. Amend the salary and position allocation resolution assigned to Stanislaus Animal Services Agency to delete one Animal Services Operations Supervisor position and add one Maintenance Engineer III position to support operations at the agency effective the first pay period following Board approval.

DISCUSSION:

Stanislaus Animal Services Agency (SASA) is the animal shelter serving the Stanislaus County community, housing 470 animals on average, including dogs, cats, horses, goats, sheep, roosters, rabbits, rodents, and reptiles. Operating as a Joint Powers Agency (JPA) in partnership with Stanislaus County and the cities of Modesto, Ceres, Patterson, Hughson, and Waterford, the agency provides a variety of animal services in an effort to establish and maintain a safe and healthy environment between humans and animals in the community. These services include a pet adoption center open to the public six days a week, veterinary services, and animal control services for stray, injured, lost, dead, nuisance, or dangerous animals and dog licensing enforcement.

The SASA facility requires daily maintenance and repair in order to operate smoothly and without interruption. Animal cages, facility doors, and external gates must operate without fail to ensure the safety of animals and humans alike. Veterinary equipment requires regular assessment and maintenance. Animals are housed around the clock and the facility heating and ventilation systems must work without fail to ensure the health of these animals.

The agency employs 31 Stanislaus County full-time employees to run the shelter. Additionally, SASA partners with the Alternative Work Program, Court Referral Program, Alliance Worknet Program, and Hospital Student Program to provide staffing support to care for the animals. Volunteers from the community are also utilized in the adoption center. Supervision of staff, program personnel, and volunteers is vital to the operation of this seven day a week facility.

In 2007, the Animal Services Operations Supervisor classification was identified as the best fit for a specific position at the agency requiring maintenance and supervisory responsibilities. Due to the nature of the operations at SASA, the holder of this position is required to perform daily maintenance and repairs at the facility while providing supervisory coverage. The

Approval to Amend the Salary and Position Allocation Resolution to Delete One Animal Services Operations Supervisor Position and Add a Maintenance Engineer III Position

position was filled for the maintenance aspect of the specification and not for the purpose of operations.

This position is now vacant and the recruitment process has been initiated. However, upon re-evaluation of the position, a determination was made that a more appropriate classification exists for the required job responsibilities and tasks required of the position. A Maintenance Engineer III classification more closely aligns with the specifications of the job at SASA as it operates today. This classification would allow the holder of the position the ability to perform skilled and semi-skilled work involving the operation, maintenance, and repair of the buildings, structures, and equipment at SASA. This classification would also allow for the supervision of staff and subordinate personnel.

On November 17, 2016, the SASA JPA Board approved the plan to delete one vacant Animal Services Operations Supervisor position and replace it with a Maintenance Engineer III position (Attachment). The JPA Board also authorized the SASA Director to pursue an amendment to the salary and position allocation resolution assigned to SASA with the Stanislaus County Board of Supervisors in order to accommodate this plan.

POLICY ISSUE:

Stanislaus Animal Services Agency (SASA) staff are Stanislaus County employees with the County serving as the employer of record. Board of Supervisors' approval is required to change the position allocation for a County department, or in this case a separate entity created through a Joint Powers Agreement wherein Stanislaus County serves as the employer of record.

FISCAL IMPACT:

There is no fiscal impact associated with the recommended action. The Stanislaus Animal Services Agency (SASA) is a Joint Powers Agency (JPA), of which the County is a partner. The SASA budget provides for the staff allocated to the agency. Although the change in classification results in a slightly higher pay scale, the agency will be able to absorb the increase of approximately \$6,000 in salary costs.

BOARD OF SUPERVISORS' PRIORITY:

The Stanislaus Animal Services Agency is a separate entity created through a Joint Powers Agreement between the County and the cities of Modesto, Ceres, Patterson, Hughson, and Waterford. The services provided by the agency support the Board's priority of a Safe Community.

STAFFING IMPACT:

It is recommended to delete one vacant Animal Services Operations Supervisor position (position #15934) from the agency position allocation and add one Maintenance Engineer III position to better align with the operational needs at the Stanislaus Animal Services Agency (SASA). The Chief Executive Office Human Resources division has reviewed the request for reclassification and agrees with the recommendation presented by SASA. This adjustment does not change the current position allocation count. The change will be effective the first pay period following Board approval.

Approval to Amend the Salary and Position Allocation Resolution to Delete One Animal Services Operations Supervisor Position and Add a Maintenance Engineer III Position

CONTACT PERSON:

Annette Patton, Stanislaus Animal Services Agency Director

(209) 652-0544

ATTACHMENT(S):

Stanislaus Animal Services Agency Agenda Item

Attachment 1

**STANISLAUS ANIMAL SERVICES AGENCY
ACTION AGENDA SUMMARY**

AGENDA DATE: November 17, 2016

AGENDA #: 6-C

SUBJECT:

Approve the Plan to Amend the Salary and Position Allocation Resolution Assigned to Stanislaus Animal Services Agency to Better Align with Agency Needs

STAFF RECOMMENDATIONS:

1. Approve the plan to remove one vacant Animal Services Operations Supervisor position and replace it with a Maintenance Engineer III position.

2. Authorize the Stanislaus Animal Services Agency Director to pursue an amendment to the salary and position allocation resolution assigned to Stanislaus Animal Services Agency with the Stanislaus County Board of Supervisors to remove one vacant Animal Services Operations Supervisor position and replace it with a Maintenance Engineer III position.

Discussion:

In 2007, the Animal Services Operations Supervisor classification was identified as the best fit for a specific position at the Stanislaus Animal Services Agency (SASA) requiring facility maintenance and supervisory responsibilities. This position has focused more on the maintenance functions originally assigned and less on the animal services operations component. Due to the nature of the operations at SASA, the holder of this position is required to perform daily maintenance at the facility while providing supervisory coverage to staff, Alternative Work Program (AWP) personnel, and volunteers.

The incumbent recently promoted to a County agency and vacated the position. In preparing the recruitment for replacement, a re-evaluation of the position has led to the determination that a more appropriate classification exists for the required job responsibilities and tasks of the position. A Maintenance Engineer III classification more closely aligns with the specifications of the job at SASA. This classification would allow the holder of the position the ability to perform skilled and semi-skilled work involving the operation, maintenance, and repair of the buildings, structures, and equipment at SASA. This classification would also allow for the supervision of staff and subordinate personnel.

Staff at SASA are Stanislaus County employees with the County serving as the employer of record. Any alteration in the position allocation resolution assigned to the SASA requires Stanislaus County Board of Supervisors' approval. Upon approval of the recommended actions by the Stanislaus Animal Services Agency Board, the SASA Director will need to seek approval by the County Board of Supervisors to adjust the position allocation resolution to remove the existing classification and replace it with a Maintenance Engineer III at the November 22, 2016 meeting. Once approved, the Agency will be able to open the position and begin the recruitment process.

Fiscal Impact:

The shift from an Animal Services Operations Supervisor to a Maintenance Engineer III classification for the vacant position would include an increase in the salary costs for this position. The current salary for this position ranges from \$41,724.80 to \$50,710.40 annually. The Maintenance Engineer III classification has a salary range of \$46,862.40 to \$56,950.40, an increase of \$5,137.60 to \$6,240.00 annually. This is an immaterial amount compared to the overall SASA budget of nearly \$4 million and does not require a budget adjustment.

Until the position allocation resolution assigned to SASA has been amended and the position filled, SASA will utilize the services of the Stanislaus County General Services Agency (GSA) to satisfy facility maintenance needs. Compared to the salary costs of maintaining the position, outsourcing the maintenance tasks to GSA is more costly. Additionally, until the position is filled and the associated supervisory responsibilities resumed, existing supervisor staff will provide coverage and incur overtime. These costs will be carefully monitored and mitigated as necessary.

AGENCY BOARD ACTION:

On motion of Ken Irwin, Patterson; Seconded by Toby Wells, Ceres
and approved by the following vote:

Ayes: 6

Noes: 0

Excused or Absent: 0

Abstaining: 0

1) Approved as recommended.

2) Denied.

3) Approved as amended.

Motion: Approved unanimously as recommended