



PLACER COUNTY
PERSONNEL DEPARTMENT

145 Fulweiler Avenue, Suite 200
Auburn, California 95603-4578

CIVIL SERVICE COMMISSION

John Costa
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MEMORANDUM

Lori Walsh, Director
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To: Board of Supervisors
By: Lori Walsh, Personnel Director
Date: September 1, 2015
Subject: Title changes and revisions to the Animal Control Manager classification

Action Requested

Introduce an ordinance, waive the first reading, amending the un-codified Allocations of Positions to Departments Ordinance and the un-codified Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance regarding the Animal Control Manager.

Background

As a result of the meeting held August 10, 2015, the Civil Service Commission is recommending approval of the following:

Title change and revisions to the classification specification for the following classification:

- Animal Control Manager to Animal Services Manager

Basis for Recommendation:

The Animal Control Manager classification is responsible for the day to day operations of the County animal shelter, which includes more than the typical animal control duties related to animal cruelty cases, nuisance animals, field euthanasia, rabies surveillance, and other related duties as assigned. Replacing the word "control" with "services" will more accurately reflect the full scope of duties, including the overall health and safety of sheltering and caring for animals, veterinary care, adoption services and volunteer coordination, redemptions, and animal licensing.

The Animal Services division of Health and Human Services believes that the proposed language revisions will give a better understanding to employees, the public and future applicants of what this position entails. The proposed changes to the Animal Control Manager specification include changing the class title to Animal Services Manager, updating minimum qualifications including the driver's license requirement for clarity.

Fiscal Impact

No fiscal impact

Attachment 1 - Ordinance

Before the Board of Supervisors
County of Placer, State of California

In the matter of: An ordinance amending the un-codified Allocation of Positions to Departments Ordinance and the Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance regarding the Animal Control Manager.

Ordinance No.: _____

First Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

(Additions to ordinance shown in bold and underline, deletions shown with strike-through)

That the un-codified Allocation of Positions to Departments Ordinance and the un-codified Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance are hereby amended as follows:

Ordinance # _____

Section 1. That the un-codified Schedule of Classifications and Salary Grades for Classified and Unclassified Services Ordinance is hereby amended to read as follows:

JOB CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
11317	Animal Control Manager <u>Animal Services Manager</u>	MNGT	445

Section 2. That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows:

Health & Human Services			
	(c)	Animal Services	
		Animal Control Manager <u>Animal Services Manager</u>	1 <u>0</u> 0 <u>1</u>

Section 3. That this ordinance is adopted as an un-codified ordinance.

