



CITY OF SACRAMENTO

17

DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5728/5729

CITY MANAGER'S OFFICE
RECEIVED
SEP 15 1981

DONNA L. GILES
DIRECTOR OF PERSONNEL

September 11, 1981

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: NEW CLASSIFICATION - ASSISTANT CHIEF OF ANIMAL CONTROL

SUMMARY

A new exempt classification titled Assistant Chief of Animal Control is now ready for City Council action to add the new class to the Employer-Employee Relations Policy, Salary Schedules, and Exempt Position Resolutions.

BACKGROUND INFORMATION

At the request of the Engineering Department, the Personnel Department studied the Senior Animal Control Officer classification and audited both positions assigned to the classification. It was determined that one of the positions was responsible for performing duties at a higher level than required of the Senior Animal Officer classification. In order to properly allocate the position, a new classification, Assistant Chief of Animal Control, was developed by the Personnel Department. The new class will be responsible for assisting in the planning, directing, and supervision of the City's animal control operations. As indicated by the title of the new class, it will serve as the Assistant Division Chief and is, therefore, recommended for exempt status.

FINANCIAL DATA

The recommended salary for Assistant Chief of Animal Control is \$1531.92 - \$1865.07 per month. This salary range is 10.03% below Chief Animal Control Officer and 10.28% above Senior Animal Control Officer. If the current incumbent is appointed to the new exempt classification by the City Manager the salary cost of implementing the new class would be approximately \$1028 for the remainder of this fiscal year. This salary level has been discussed with the General Management unit representative, and he is in agreement.

APPROVED
BY THE CITY COUNCIL

SEP 23 1981

OFFICE OF THE
CITY CLERK

RECOMMENDATION

It is recommended that the City Council approve the attached Resolutions which revise the Employer-Employee Relations Policy, Salary Schedules, and Exempt Position Listing to incorporate the new classification of Assistant Chief of Animal Control.

Respectfully submitted,

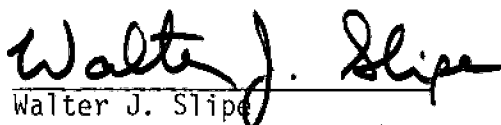


Donna L. Giles
Director of Personnel

DLG/SD/cac

Attachments

Recommendation Approved:



Walter J. Slips
City Manager

ASSISTANT CHIEF OF ANIMAL CONTROL
(Exempt)

DEFINITION:

To assist in the planning, directing, and supervision of the City's animal control operations.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Chief Animal Control Officer. Responsibilities include direct and indirect supervision over lower level division personnel.

EXAMPLES OF DUTIES:

Assist in the development and implementation of goals, policies, procedures, and objectives.

Serve as Division Training Officer, responsible for training and evaluating Division employees, students assigned to the Division, and employees of other agencies who request training in Animal Control.

Represent the Division in promoting public relations and in disseminating information regarding Animal Control ordinances, procedures, and policies.

Serve as liaison with interested organizations on animal cruelty complaints, investigations, and impoundments.

Respond to a variety of public agencies regarding the controls and procedures to follow in animal health and animal related human health problems.

Prepare reports for prosecution on Animal Health laws, and State and City ordinances; signs complaints against defendants; and gives testimony at court hearings.

Prepare and present reports with recommendations to the City Engineer and the City Council.

Plan, schedule, and supervise the daily activities of lower level Division employees in the operation of the kennel, office, and field enforcement.

Assist in the preparation and administration of the Division's operating budget.

Respond to inquiries and complaints of citizens, other public jurisdictions, and the business community.

Serve as acting Chief Animal Control Officer as required.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Modern principles and practices of animal control operations.

QUALIFICATIONS: (Continued)

Laws and regulations governing the licensing, quarantine, impound, care, release, and disposal of animals.
Common animal diseases.
Various breeds of animals.
Methods and equipment used in handling various types of animals.
Principles and techniques of supervision, training, and performance evaluation.
Principles, methods, and practices of municipal budgeting.
Occupational hazards and standard safety precautions in the work.

Ability to:

Plan, assign, train, supervise, and evaluate the work of subordinates.
Develop and maintain effective public and working relationships.
Communicate clearly and concisely, both orally and in writing.
Interpret and apply laws and ordinances relating to the licensing, quarantining, impounding, caring, releasing, and disposing of animals.
Perform research and information gathering functions.
Prepare and maintain a variety of reports and records.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience of Animal Control laws, including at least one year of supervisory experience in an Animal Control Program.

Education:

College level courses in Public Administration and completion of the 832 Penal Code Course.

License or Certificate:

Possession of a valid California Class III Driver License at the time of appointment.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

RESOLUTION NO. 81-694

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION
NO. 81-550 DATED JULY 24, 1981
RELATING TO CLASSIFICATIONS,
COMPENSATION RATES AND SALARY RANGES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1

Effective immediately Section 1 of Resolution No. 81-550, adopted by the City Council on July 24, 1981, is hereby amended by adding the following classification and related salary data:

ASSISTANT CHIEF OF ANIMAL CONTROL (EXEMPT)

<u>Code No.</u>	<u>Class Title</u>	<u>Monthly Salary Range</u>
14101	Assistant Chief of Animal Control	\$1531.92 - \$1865.07

ATTEST:

MAYOR

CITY CLERK

APPROVED
BY THE CITY COUNCIL

SEP 23 1981

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 81-695

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION
NO. 77-348 ADOPTED JUNE 28, 1977
RELATING TO EMPLOYER-EMPLOYEE RELATIONS

BE IT RESOLVED BY THE COUNCIL OF SACRAMENTO:

SECTION 1

Exhibit "A", Item A of Resolution 77-348, adopted June 28, 1977, is hereby amended by adding the following classification to the list of representation units:

GENERAL MANAGEMENT UNIT

Assistant Chief of Animal Control

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

SEP 23 1981

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 81-696

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION NO. 75-164
RELATING TO THE DESIGNATION OF EXEMPT EMPLOYEES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1

Resolution No. 75-164 is hereby amended effective immediately by adding the following classification to the list of exempt classifications:

ASSISTANT CHIEF OF ANIMAL CONTROL (Exempt)

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

SEP 23 1961

OFFICE OF THE
CITY CLERK