

CITY OF OAKLAND
AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2005 APR 28 PM 8: 03

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: May 10, 2005

**RE: A REPORT ON RECOMMENDED CHANGES TO THE SALARY AND DUTIES
OF THE ANIMAL CONTROL & SHELTER MANAGER CLASSIFICATION**

SUMMARY

This report was prepared at the request of Council President De La Fuente and City Administrator, Deborah Edgerly, in preparation for the recruitment of an Animal Control and Shelter Manager. The report contains information gathered from other public agencies with animal shelters and from community members representing various animal groups and organizations. The report provides recommendations for changes to the job title, job description, civil service status and salary of the current classification.

FISCAL IMPACT

The current salary range for the Animal Control and Shelter Manager position (\$67,478 - \$82,843) was reviewed and a salary survey of surrounding cities and counties was conducted. The survey results for agencies that most closely match the nature and scope of Oakland's position were reviewed and internal alignment factors were considered. The Police Department anticipated a possible increase and the annual increase of approximately \$26,590 for the recommended salary and benefits is included in the FY 2005-07 Proposed Budget.

BACKGROUND

The current position of Animal Control and Shelter Manager was last reviewed approximately ten years ago. Since then, the new animal shelter facility has provided much more room for housing animals, as well as an opportunity to develop policy and procedures to ensure the safety and care of both the animals and the public. Community expectations have grown with societal acknowledgement of animal rights regarding the care, treatment of pets and correspondingly, the duties and responsibilities of the position. The Director must have responsibility for the development of education and marketing programs and the development of additional funding outside the City's budgetary capacity, to ensure and grow programs and services to meet the needs of the community.

In responding to the community, City Council, and Police management, the City Administrator's Office requested the Office of Personnel conduct a salary survey of surrounding cities and counties with animal shelters. In addition, the animal welfare groups including the S.P.C.A. have communicated their expectations regarding this position.

Item: _____
Finance & Management Committee
May 10, 2005

KEY ISSUES AND IMPACTS

There are three key issues that have been identified as a result of the study of the Animal Control and Shelter Manager position. They are:

- the level of authority and scope of the position currently contained in the job description for Animal Control and Shelter Manager is not reflective of public expectations;
- the salary level needs to be commensurate with the duties and responsibilities of the position and the current market; and;
- the change in duties and responsibilities requires an exemption of the position from civil service.

Issue I

The level and scope of duties for this position as currently described in the job description do not adequately encompass all of the responsibilities of the position. **Attachment A** is a revised job description that clarifies the responsibilities including the development of policies and procedures, the design and development of marketing and education campaigns, the development of public-private partnerships, and grant development to provide additional funding for animal control services. The position is also accountable for public trust in the operation of the shelter, ensuring courteous and high quality customer service from all field and shelter staff, and for developing the budget. This increased level of authority and responsibility requires a new reporting relationship directly to the Chief of Police rather than to the current commanding officer. The recommended title of Director of Animal Services further denotes the appropriate level of authority within the organization. **Attachment B** is a copy of a draft job announcement that also incorporates the proposed revisions to the classification.

Issue II

A salary survey was conducted to determine if the salary was commensurate with other local cities and counties. It is provided in **Attachment C**. The survey results provided few matches in size and scope to Oakland. Minimum Qualifications were also reviewed in the survey. Several local agencies have sworn police personnel supervising the shelter manager/supervisor. Few agencies require the level of autonomy and responsibility that the community, City Administrator, and Council in Oakland expect. The closest matches include the City of Berkeley, the City and County of San Francisco, and the City of Sacramento. The average salary (top of range) at these three agencies is approximately \$107,879 annually without benefits. The top step of Oakland's current salary range (\$82,843) falls approximately 23 percent below this average. When compared to internal classifications, the Animal Shelter Director, with the recommended increase in authority and responsibility, most closely matches higher level classifications such as Senior Services Administrator, Neighborhood Development Manager, and the Museum Services

Manager. The recommended salary range of \$89,556 - \$109,968 would be at a level commensurate with the recommended duties and responsibilities and would be equal to City classifications at a similar level. This salary recommendation takes into account external comparisons as well as internal alignment.

Issue III

The third key issue is the civil service status of this position. This position, as revised and defined by the community, will require the Police Chief to select his own management-level staff to ensure maximum ability to fulfill the mandate of the position. Further, the position as revised, requires substantial confidentiality and potential liability to the City. Thus, the City must take immediate action to protect its interests and must maintain the ability to select staff to guarantee that the skills, experiences, and knowledge of the staff meet the requirements authorized by the Mayor, City Council, and citizens of Oakland. Therefore, it is recommended that the position be exempted from the Civil Service. **Attachment D** is a draft of a resolution to the Civil Service Board requesting such action.

If recommended actions are approved by the Council, it is estimated that initial recruitment activities for an Animal Services Director could begin in mid to late May, 2005 with classification recommendations presented to the Civil Service Board during the same time period. Pending this schedule, the anticipated hiring date for the position would be mid to late July 2005.

SUSTAINABLE OPPORTUNITIES

Social Equity: The title change of the classification and the increase in level of responsibility and salary for this position will more adequately reflect the City's commitment to providing for the optimal care of animals, maximizing adoptions, minimizing euthanasia and providing education to the public on the City's spay-neuter programs and animal care policies.

DISABILITY AND SENIOR CITIZEN ACCESS

None

RECOMMENDATION(S) AND RATIONALE

Staff recommends that a resolution be prepared for Council's consideration requesting the Civil Service Board exempt the classification of Director of Animal Services and adopt the revised job description. Staff further recommends that a salary ordinance modification with the new job title and recommended annual salary range \$89,556 - \$109,968 be forwarded to Council.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the Council approve the following staff recommendations to:

- 1) Submit a civil service exemption resolution, including the revised job description and title to the City Council to accompany this report.
- 2) Submit a Salary Ordinance revision to the City Council.

Respectfully submitted,



William E. Noland, Director

Finance and Management Agency

Reviewed by:

Marcia L. Meyers, Director


Office of Personnel Resource Management

Prepared by: Daryl Look,

Principal HR Analyst

Employment & Classification, OPRM/FMA

APPROVED AND FORWARDED TO THE
FINANCE & MANAGEMENT COMMITTEE:



OFFICE OF THE CITY ADMINISTRATOR

Item: _____
Finance & Management Committee
May 10, 2005

DIRECTOR OF ANIMAL SERVICES ANIMAL CONTROL & SHELTER
MANAGER

Class Code: SC102

Rep. Unit: U31

CSB Status: CU

DEFINITION

Under general administrative direction of the Police Services Agency, the ~~Animal and Control Shelter Manager~~ Director of Animal Services plans, organizes, and directs the activities of the Animal Control Officers and shelter staff. He or she manages the daily operations of the shelter, develops policies and procedures, supervises staff, responds to public inquiries including those from government officials and the Animal Shelter Commission, designs and implements public outreach and information campaigns, and oversees dispatching and licensing functions as well as the care and euthanasia of animals.

DISTINGUISHING CHARACTERISTICS

This is ~~not a division-level~~ an exempt management position. He or she is responsible for overseeing the daily operations of the shelter, develops policies and procedures in accordance with applicable city, state and local laws, responds to public inquiries and concerns including those from government officials and animal welfare groups, designs and implements public outreach information campaigns, and oversees dispatching and licensing functions as well as educational initiatives, spay-neuter programs, and the adoption, custodial care, and the (last-resort) euthanasia of animals.

The ~~Animal Care and Control Manager~~ Director of Animal Services receives general direction from the ~~OPD Patrol Division Fourth Platoon Commander~~ and administrative direction from the Chief of Police and supervises Animal Control Supervisors, Animal Control Officers, Outreach Coordinator, clerical support staff and volunteers.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Develop and maintain performance standards and ensure quality service and staff productivity through supervision and evaluation of performance; enforce all State, City and Shelter policies and procedures; and oversee dispatching, licensing, animal care and euthanasia functions.

~~Serve as the primary departmental liaison to the Animal Shelter Commission. Provide briefings, respond to inquiries and requests, and maintain supportive, cooperative relations with the Commission.~~ Provide briefings, respond to inquiries and requests, and maintain supportive, cooperative relations with local animal welfare groups and with any applicable city or county the Animal Welfare Commission. if re-established.

Prepare or approve schedules and coordinate assignments of shelter personnel, including volunteers, clerical support staff, Animal Control Officers, Animal Control Supervisors and the Outreach Coordinator.

Prepare and administer the shelter budget and maintain fiscal control; prepare budgetary reports when required; ~~work with OPD staff to develop sources of additional funding.~~ Advocate effectively for the shelter's budget needs. Work with the City Administrator, Police Department and non-profit animal welfare organizations to develop sources of additional funding through public-private partnerships; collect data to support collaborative funding efforts.

~~Direct~~ Oversee the acquisition, secure storage, distribution, and inventory control of supplies used at the shelter and in the field.

Monitor organizational performance and analyze data to detect trends and assess program requirements; formulate short and long-term management plans.

Oversee the development and implementation of on-going and special programs and activities.

Ensure courteous and high quality customer service for field and shelter operations; provide information and respond to public complaints or inquiries regarding animal care services, lost animals, redemption and adoption, etc.

Prepare and present orientation sessions, education courses and on-the-job training both to shelter personnel and the general public.

Establish and maintain cooperative relations with other city organizations, jurisdictions, and agencies.

Prepare or supervise the preparation and distribution of promotional materials concerning shelter services and programs including the distribution of literature in appropriate languages.

Inspect the facility, equipment and supplies for compliance with safety standards and maintenance needs; ~~supervise~~ oversee the ordering of food, equipment, and supplies and the preparation of service requests.

Supervise the Division's involvement in civil and criminal actions related to animal incidents (vicious animals, animal bites); ~~and~~ be proactive in pursuing animal cruelty cases; ~~A~~ assist OPD sworn personnel in other criminal investigations (e.g., inhumane treatment) and ensure that investigating Animal Control Officers are properly trained in the gathering and storage of evidence.

Facilitate prompt resolution of administrative cases; establish protocols to ensure that animals held for long periods of time due to lengthy litigations are socialized and exercised appropriately.

Prepare briefings and technical reports regarding shelter activities, personnel matters, new initiatives, or civil actions.

Review, ~~and~~ interpret and implement new policies, rules, regulations, and state/local laws and ordinances concerning the care, treatment and custody of animals (e.g., receipt, redemption,

adoption and euthanasia of animals). Work cooperatively the Community to ensure that with ~~citizens with~~ financial constraints do not result in detention or destruction of animals ~~to ensure that animals are not held inappropriately or euthanized due to an inability of the individual to cover shelter fees.~~

Work proactively and cooperatively with animal welfare agencies to establish prevention services which will lower the number of animals entering the shelter.

Collaborate with animal welfare groups to facilitate the rescue of animals from the shelter.

Negotiate, secure, and monitor contract veterinary care; work cooperatively with veterinarians to establish or modify standards and procedures relating to animal capture, care, vaccination, sterilization, and disposal.

QUALIFICATIONS

Extensive knowledge of principles and practices of management, supervision and training including program design and evaluation methods.

Extensive knowledge of principles and practices of marketing, public speaking, customer service, and community relations.

~~Considerable~~ Extensive knowledge of general practices of animal care and control in accordance with professional standards (Humane Society, National Animal Control Association, American Humane Association, etc.).

~~Considerable~~ Extensive knowledge of state and local codes, regulations and ordinances associated with animal control and care.

~~Working~~ knowledge of safety principles, practices and procedures.

~~Working~~ knowledge of accounting and revenue handling procedures; budget preparation, advocacy and control.

~~Working~~ knowledge of preparation and maintenance of records and technical reports using computers in a networked environment and common software applications (word processing, spreadsheets, etc.)

Ability to design, implement, ~~plan, develop,~~ supervise and evaluate animal control services and operations. ~~of an animal care and control facility and programs.~~

Ability to communicate effectively with a diverse community in both orally and in writing.

Ability to design and implement marketing campaigns and serve as the media spokesperson regarding City on animal services ~~with the media.~~

Ability to solve problems and make decisions and effectively respond to community or political concerns ~~emotional or political issues~~ with tact and diplomacy.

Ability to provide leadership in order to promote customer service and safe, humane, and professional work practices.

Ability to advocate for the shelter's budget and policy needs; prepare the shelter's budget and research and prepare grant proposals for funding.

Ability to establish and maintain effective work relationships with shelter staff, other city departments, community ~~members~~, organizations, businesses and ~~interest groups~~. individual citizens.

Ability to interpret and implement state and local, codes and regulations pertaining to animal care and control.

Ability to prepare and maintain fiscal records including inventory control; monitor and maintain facility budget appropriations.

Ability to prepare timely and accurate reports of a general or technical nature.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would indicate expertise in ~~likely provide~~ the required knowledge and abilities is qualifying. ~~A typical way to obtain the knowledge and abilities would be:~~ The ideal candidate would demonstrate the following:

Experience: ~~Five years experience in animal control and/or shelter operations, with at least two years in a supervisory capacity. Experience as a Chief AC Officer, Manager, or Director of an animal control and care facility in an urban environment is preferred. Seven to ten years of upper level management experience providing services to the public is required. Direct experience in animal services and animal control is preferred.~~

Education: Bachelor's degree in biological sciences, animal husbandry, public administration or a related field. ~~Although experience may be substituted in lieu of formal education, applicants must have attained an educational level equivalent to the twelfth grade (high school diploma or G.E.D.).~~ An advanced degree is preferred particularly in the field of business administration or veterinary sciences.

LICENSES and CERTIFICATES

~~Possession of a California driver's license.~~ Individuals appointed to this position will be required to maintain a valid California Driver's License. The license is to be maintained throughout employment with the City of Oakland. Must obtain a valid certification as a euthanasia technician, valid pharmacy technician and a valid certification from the Federal Drug Enforcement Agency within one year of hire.

OTHER REQUIREMENTS

Must be at least twenty-one (21) years of age.

The successful candidate must complete a Personal History Questionnaire (PHQ) and pass a job-related background investigation.

tf/mm4/20/05

Civil Service Board #

Date Approved/Exempt:

Date Revised: 4/10/05



City of Oakland Employment Opportunity Open

DIRECTOR OF ANIMAL SERVICES

- Open ● All qualified individuals may apply
- Closing Date ● _____, 2005 at 5:00 pm
- Salary/Work Week ●
- Civil Service Status ● Exempt/At Will (Job Code _____)
- Emergency Response Zone ● Applies to this position

THE CITY OF OAKLAND SEEKS A DYNAMIC, VISIONARY DIRECTOR OF ANIMAL SERVICES WHO WILL ESTABLISH A PROGRESSIVE ANIMAL CARE AND CONTROL PROGRAM AT THE CITY'S NEW SHELTER FACILITY. THE DIRECTOR WILL HAVE THE OPPORTUNITY TO SHAPE THE ORGANIZATION BY DIRECTING SHELTER STAFF AND WORKING WITH VOLUNTEERS AND ANIMAL WELFARE GROUPS TO ENSURE OPTIMAL CARE OF THE ANIMALS; PROMOTE MAXIMUM ADOPTIONS; BUILD POSITIVE COMMUNITY RELATIONS; MINIMIZE EUTHANASIA AND SURRENDER OF ANIMALS THROUGH EFFECTIVE EDUCATIONAL AND SPAY-NEUTER PROGRAMS; PROSECUTE ANIMAL CRUELTY CASES AND PROTECT THE PUBLIC FROM DANGEROUS/AGGRESSIVE ANIMALS.

THE POSITION

The Director of Animal Services reports to the Police Chief. The Director plans, organizes, and directs the activities of the Animal Control Officers and shelter staff. He or she oversees the daily operations of the shelter, develops policies and procedures in accordance with applicable city, state and local laws, responds to public inquiries and concerns, including those from government officials and animal welfare groups, designs and implements public information campaigns, and oversees dispatching and licensing functions as well as educational and spay-neuter programs and the adoption, custodial care, and the (last-resort) euthanasia of animals. This position routinely requires work in the evenings and sometimes during weekends.

Essential duties and job responsibilities include, but are not limited to the following:

- Oversee the care provided for the animals that come under the protection of the shelter and insure their humane treatment.
- Implement short and long term strategies to address pet overpopulation that responsibly reduce intakes, increase adoptions, improve animal care, provide behavior and medical

Attachment B

rehabilitation, encourage spaying and neutering, and help pets stay with responsible caretakers.

- Ensure responsible pet care through enforcement of public compliance with animal care and control regulations, including nuisance, animal licensing, public safety, and animal cruelty laws.
- Develop and maintain performance standards and ensure quality service and staff productivity through supervision, regular performance evaluations; enforce all State, City and shelter policies and procedures; and oversee dispatching, licensing, animal care and euthanasia functions.
- Provide briefings, respond to inquiries and requests, and maintain supportive, cooperative relations with local animal welfare groups and with the Animal Welfare Commission, if re-established.
- Prepare or approve schedules and coordinate assignments of shelter personnel, including the Animal Control Supervisor, the Outreach Coordinator, Animal Control Officers and clerical support staff.
- Prepare and administer the shelter budget and maintain fiscal control; prepare budgetary reports.. Advocate effectively for the shelter's budget needs. Work with the City Administrator, Police Department and non-profit animal welfare organizations to develop sources of additional funding through public-private partnerships; collect data to support collaborative funding efforts.
- Monitor organizational performance and analyze data to detect trends and assess program requirements; and formulate short and long-term management plans.
- Oversee the development and implementation of on-going and special programs and activities.
- Ensure courteous and high quality customer service for field and shelter operations. Provide information and respond to public complaints or inquiries regarding animal care services, lost animals, redemption and adoption, etc. .
- Collaborate with animal welfare groups to facilitate the rescue of animals from the shelter.
- Work proactively and cooperatively with animal welfare agencies to establish prevention services which will lower the number of animals entering the shelter. (moved to budget funding above).
- Supervise civil and criminal actions related to animal incidents (vicious animals, animal bites); be proactive in pursuing animal cruelty cases; assist OPD sworn personnel in other criminal investigations (e.g., inhumane treatment) and ensure that investigating Animal Control Officers are properly trained in the gathering and storage of evidence so that animal cruelty cases can be prosecuted. Facilitate prompt resolution of administrative cases; establish protocols to ensure that animals held for long periods of time due to lengthy litigations related to criminal or cruelty cases are socialized and exercised appropriately.
- Prepare and present orientation sessions, education courses and on-the-job training both to shelter personnel and the general public.
- Establish and maintain cooperative relations with other city organizations, jurisdictions, and agencies.
- Prepare or supervise the preparation and distribution of promotional materials concerning shelter services and programs, including the distribution of literature in appropriate languages.
- Inspect the facility, equipment and supplies for compliance with safety standards and maintenance needs; oversee the ordering of food, equipment, and supplies and the

preparation of service requests.

- Prepare briefings and technical reports regarding shelter activities, personnel matters, new initiatives, and civil and criminal actions.
- Review, interpret and implement new policies, rules, regulations, and state/local laws and ordinances concerning the care, treatment and custody of animals (e.g., receipt, redemption, adoption and euthanasia of animals). Work cooperatively with citizens with financial constraints to ensure that animals are not held inappropriately or euthanized due to an inability of the individual to cover shelter fees.
- Negotiate, secure, and monitor contract veterinary care; work cooperatively with the contract veterinarian to establish or modify standards and procedures relating to animal capture, care, vaccination, sterilization, and disposal.
- Oversee the acquisition, secure storage distribution, and inventory control of supplies used at the shelter and in the field.

MINIMUM REQUIREMENTS FOR APPLICATION

Education: A bachelor's degree is required. An advanced degree is preferred from fields such as business, public health, public relations, communications, public administration, law or veterinary sciences.

Experience: Seven to ten years of upper level management experience that can be transferred to the shelter environment is required or, senior management experience in animal services and animal control.

License: Individuals appointed to this position will be required to maintain a valid California Driver's License. The license is to be maintained throughout employment with the City of Oakland. Must obtain certification as a euthanasia technician, valid pharmacy technician certification from the Federal Drug Enforcement Agency and pass a Search and Seizure Penal Code Course within one year of hire.

Other Requirements: Finalists must complete a Personal History Questionnaire (PHQ) and pass a job-related background investigation.

Additional Qualifications: Experience working with diverse communities is required. Bilingual skills in Spanish, Cantonese, Mandarin and Vietnamese are highly desirable.

QUALIFICATIONS

The ideal candidate: is an innovative and dynamic individual with a strong commitment to improving the lives of animals in Oakland by building positive relationships with the community. Oakland is searching for a progressive, practical leader who can work collaboratively with animal welfare organizations and community groups to ensure public safety and humane treatment of animals in the community and in the shelter system. The candidate must be a strong manager, with experience designing and evaluating programs; must have experience managing staff and an ability to work with unions, including experience with progressive disciplinary procedures. The ideal candidate will collaborate with community partners to move the shelter toward the goal that no adoptable animal will be euthanized. The city is seeking an entrepreneurial self-starter, with excellent people skills and marketing expertise who will help make the shelter a destination spot for those who are seeking to adopt a pet.

Knowledge of: effective principles of management, supervision and training of staff ; knowledge of or ability to learn general practices of animal care and control in accordance with professional standards; principles and practices of public speaking, customer service and community relations; state and local codes, regulations and ordinances associated with animal control and care; safety

Attachment B

principles, practices and procedures; basic accounting and revenue handling procedures; budget preparation, advocacy and control; preparation and maintenance of records and technical reports; and basic computer applications and practices.

Ability to: communicate effectively both orally and in writing; solve problems and make decisions; develop and maintain positive work relationships with shelter staff, community organizations, businesses, citizens and other City departments; ; advocate effectively for the shelter's budget and policy needs; research and prepare grant proposals for funding; use a computer and standard city-wide software applications, modern office equipment and photographic equipment; serve as spokesperson on animal services for all communication with the media and effectively mediate or diffuse potentially difficult animal-related situations.

THE SELECTION PROCESS

Stage I: The first stage in the selection process will consist of a review of each applicant's completed employment application, current resume, signed supplemental questionnaire and a signed "Declaration of Intent to Reside within the Residency Zone" form for minimum qualifications (weighted pass/fail). **Applications submitted without all required materials will not be given further consideration.** Meeting the minimum qualifications does not guarantee advancement to Stage II.

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant's score (before residency and/or veteran's credit) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage.

Stage III: The third stage may consist of an oral examination that may be preceded by a brief written exercise and/or performance examination that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening **OR** the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Legal: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-6930.

HOW TO APPLY

City of Oakland application documents may be obtained in person or by sending a self-addressed stamped envelope and request to the Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019. You may also call (510) 238-3112 for information.

You may access a copy of the City's announcement and a Microsoft Word or PDF version of the employment application at the following Internet address: www.oaklandnet.com. Click on "City Jobs" to view current openings or access the employment application.

DATE OF EXAMINATION

To Be Announced

The City of Oakland is an EEO/ADA Employer. Please read the City of Oakland's Employment Information Pamphlet, which can be viewed online, prior to applying for a position at the City of Oakland.

Contact Name: (510) 238-4478

04-SC102-115/

Opens:

Closes:

T:\Police Department\Director of Animal Services.doc

Animal Control and Shelter Manager

Attachment C

Job Title	Jurisdiction	Annual Low	Annual High	Minimum Qualifications (MQ's)	Comments
Animal Services Manager	City of Hayward	\$ 66,518.40	\$ 80,766.40	courses in business, public admin, or general management are desirable -and- 3yrs experience in the management of an animal kennel, animal hospital or related animal facility or appropriate experience in animal services.	Size: 12,000 sq. ft; Approx: ___ animal serviced per year; 15 FT ee's and 3 PT; open shelter
Animal Services Supervisor	City of Fremont	\$ 54,875.81	\$ 66,718.82	HS diploma (equiv) w/ additional college level courses in administration of justice, or animal care technology; BS desirable -and- 3 yrs of responsible animal control experience. Experience as a lead worker and/or supervisor is Business Admin or closely related field -and- 5 yrs of full-time experience in a supervisory or administrative capacity which involves substantial public contact and public relations responsibilities, 3 yrs must have been as a program manager or manager of an admin support function within a city or county animal	This shelter is directed by a Police Sergeant; Hayward also provides shelter services for Newark and Union City Size: 14,000 sq ft.; Approx: 6-7 thousand animals serviced per year; 18 employees (2 of them are per diem) and 15 volunteers; open shelter The Contra Costa County Animal Services Director is responsible for shelters in Pinole and Martinez. The other shelter in the county is run by the City of Antioch. Information pending reply from Glen Howe.
Director of Animal Services	Contra Costa County	\$ 86,841.00	\$ 116,375.28	Admin, Recreation and Leisure Studies, Public or Business Administration -and- 5 yrs of administrative experience including 2 yrs of management level exp in one ore more of the following areas: park maint; recreation and human services; and the development and operation of public or private recreation	The Deputy Director manages an Animal Services Field Supervisor and a Animal Services Operations Supervisor. The two supervisors supervise a total of 37 employees. An Analyst, who report to the Deputy Director, provides administrative support related to HR, budgeting and reports. Size: 55,000 sq. ft.; open shelter
Deputy Director - Parks and Rec - Animal Care is his main assignment	City of San Jose	\$ 122,033.60	\$ 185,390.40	supervisory experience in animal control or law enforcement or a field involving intensive contact with the public in enforcing and interpreting codes, rules or regulations. Additional course work or training in animal control, animal behavior, public relations or law enforcement is	The Shelter is directed by a Police Captain (of Administrative Services). The City of Stockton shelter is contracted by the San Joaquin County Shelter. Size: 9,600 sq. ft. Approx: 13-14 Thousand animals serviced per year; 17 FT employees; open shelter
Animal Control Supervisor	City of Stockton	\$ 47,868.00	\$ 61,452.00		San Joaquin County does not operate the shelters in the county; shelters services are contracted out to jurisdiction within the county. Shelters are located in Stockton, Manteca, Tracy, Ripon, Lathrop and Escalon.
	San Joaquin			No Match	
Animal Control Supervisor	Alameda County	\$ 44,553.60	\$ 53,081.60	experience in shelter operations or animal control activities that include one year at a supervisory level with budgetary, personnel and organizational responsibilities.	Alameda County shelters are directed by a Police Sergeant. The two shelter are located in San Leandro and Dublin. The Animal Control Supervisor is responsible for first-line supervision of staff in both shelters.

Animal Control and Shelter Manager

Attachment C

Job Title	Jurisdiction	Annual Low	Annual High	Minimum Qualifications (MQ's)	Comments
Close Matches					
Director of Animal Care and Control	City of San Francisco	\$ 99,944.00	\$ 121,472.00	No MQ's listed	Size: 30,000 sq ft.; Approx. 12,000 animals serviced per year; 39 employees -including 1 Deputy Director (42 budgeted); open shelter
Animal Care Services Manager	City of Sacramento	\$ 71,346.00	\$ 107,018.00	Business Admin, Biological Sci., law enforcement or related field -and- 7 yrs of supervisory administrative experience in the in the operations of an animal shelter or animal care facility	Size: 21,000 sq. ft.; Approx. 12,000 animals serviced per year down from 17,000 due to education, spray and neuter services, and discontinuing the animal night drop box services. 44 employees (some are indirectly supervised by the Manager); open shelter
Animal Services Manager	City of Berkeley	\$ 78,756.00	\$ 95,148.00	Business Admin. -and- 4 yrs of progressively responsible experience in care and handling of domestic animals -including 2years at the supervisory level. Experience should include working with the public and program management and development.	Size: 8,000 sq ft. facility on a 12 sq.ft lot (the city is currently looking for a larger lot.); 10 Full-time employees; this is an open shelter; however, they shelter mostly dogs and cats.
Animal Control and Shelter Manager	City of Oakland	\$67,477.80	\$82,915.20	or related field -and- 5 or more years of work experience in animal control and shelter operations, with at least two years in a supervisory capacity. Experience as a Chief Animal Control Officer, Manager, or Director of animal care and control in a urban environment	Size: 22,000 sq. ft.; Approx: 7,000 animals serviced per year (10,000 calls for service); 14 FT employees and 2 PT employees; open shelter

Survey Averages for All Agencies:

\$	55,110.73	\$73,332.37
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Survey Averages for Close Matches:

\$	83,348.67	\$107,879.33
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OAKLAND CITY COUNCIL PH 8: 03

RESOLUTION No. _____ C. M. S.

INTRODUCED BY COUNCILMEMBER _____

RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD THAT THE CLASSIFICATION OF DIRECTOR OF ANIMAL SERVICES BE EXCEPTED FROM THE OPERATION OF THE CIVIL SERVICE

WHEREAS, Article IX, Section 902 of the Charter of the City of Oakland authorizes the Council to recommend job classifications for exception from the Classified Service; and

WHEREAS, the classification of Director of Animal Services is a management level position with responsibility for overall administration of the City's animal shelter program; and

WHEREAS, the nature and scope of this position poses substantial confidentiality and liability risks to the City; and

WHEREAS, the City Administrator must maintain the fullest flexibility to select staff for this position in order to guarantee that the skills, experiences and knowledge of the Director of Animal Services closely mirror the requirements of the Mayor, City Council, and Citizens of Oakland; now, therefore be it

RESOLVED that the City Council hereby recommends to the Civil Service Board that the classification of Director of Animal Services be excepted from Civil Service.

IN COUNCIL, OAKLAND CALIFORNIA, _____, 20_____
PASSED BY THE FOLLOWING VOTE:

AYES-

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

LATONDA SIMMONS
Interim City Clerk and Clerk of the Council of
the City of Oakland, California

DSK1/RESCON20.MAR/WP