MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

_________________________
TO: BILL HIBPSHMAN, CONSTABLE

FROM: MARGIE WILLIAMS, CLERK OF THE BOARD

SUBJECT: ASSISTANT ANIMAL CONTROL OFFICER

_________________________
THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on December 21, 1993

ACTION AND VOTE:

9:58 a.m. Resolution Approving Deletion of Existing Class Specification for the Position of Animal Control Officer, Authorizing New Class Specification for the Position of Assistant Animal Control Officer at a Salary Range of 141-157.5, Authorizing the Addition of One Full-Time Position in the Constable's Office for this New Classification, and Appropriating Funds ($11,120) from Reserve for Contingency to Fund Said Position (4/5ths Vote Required) (County Counsel/Constable)

BOARD ACTION: Bill Hibpshman/Constable, provided input. (M)Parker, (S)Balmain, Res. 93-631 approving position of animal control officer without use of firearm was further amended. Motion was amended, agreeable with maker and second, to include use of firearm for position. Motion was further amended, agreeable with maker and second, to include direction that the animal control function program be reviewed and recommendations brought back for consolidation. Following discussion, motion was again amended, agreeable with maker and second, directing that recruitment be allowed to start without funding; class specification was approved; and proposal is to come back for the animal control program/Ayes: Balmain, Erickson, Parker, Taber; Excused: Baggett. County Counsel advised that advertisement for the position would be structured to reflect that filling of the position is contingent upon the Board taking action to provide funding.

cc: Auditor
    County Counsel
    County Administrative Officer
    Personnel
    Health Officer
DEPARTMENT: County Counsel  BY: Jeffrey G. Green  PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving deletion of existing class specification for the position of Animal Control Officer, authorizing the attached new class specification for the position of Assistant Animal Control Officer at a salary range of 141-157.5, and authorizing the addition of one full-time position in the Constable's Office for this new classification. No change has been made to the salary range for this function, and this new position will be assigned to S.E.I.U.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The position of Animal Control Officer was eliminated as a full-time position from the Sheriff's Department during the 1992-1993 budget hearings, and the function was transferred to the Constable's Office as extra-help only. The Constable has been augmenting this County service when his non-court schedule allows. However, because of the number of animals in the County, the number of calls by citizens for Animal Control assistance and the physical size of Mariposa County, it has become apparent that there is a need for one full-time position to service the requirements for this function.

This new class specification more accurately describes the basic functions and responsibilities performed by the position and addresses the minimum requirements necessary to do this job.

The attached Budget Action Form indicates the additional funding required to create this additional full-time position.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this new class specification and salary range.

Revise this class specification and salary range as deemed necessary.

COSTS:  ( X ) Not Applicable
A. Budgeted current FY $ 8,657.00
B. Total anticipated costs $19,777.00
C. Required additional funding $11,120.00
D. Internal transfers $ 0.00

SOURCE:  ( X ) 4/5ths Vote Required
A. Unanticipated revenues $ 0.00
B. Reserve for contingencies $11,120.00
C. Source description: Balance in Reserve for Contingencies
if approved:  # 217, 443

CLERK'S USE ONLY:
Res. No.: 93-681  Ord. No.  
Vote - Ayes:  #  
Noes:  
Absent:  
Abstained:  
Approved:  
Denied:  
No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: 
ATTEST: MARGIE WILLIAMS, Clerk of the Board  County of Mariposa, State of California  
By: Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment: 
A.O. Initials: 

Action Form Revised 5/92
COUNTY OF MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: County Counsel CONTACT: Jeffrey G. Green

DATE: December 21, 1993 PHONE: 966-3222

ACTION REQUESTED: (Check All That Apply)

(X) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the County budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

( ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.)

( ) Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under $50.00 to accommodate minor variations from the budget.

<table>
<thead>
<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT (FROM)/TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-0104-414-1090</td>
<td>Reserve for Contingencies</td>
<td>($11,120.00)</td>
</tr>
<tr>
<td>001-0217-522-0182</td>
<td>Assistant Animal Control Officer</td>
<td>$7,935.00</td>
</tr>
<tr>
<td>001-0217-522-0301</td>
<td>Benefits</td>
<td>$3,185.00</td>
</tr>
</tbody>
</table>

Justification: This requested transfer will cover five (5) months salary and benefits for the requested full-time position of Assistant Animal Control Officer in the Constable's Office.

Department Head Signature: [Signature] Date: 12-15-93

Approved By: Res. No. ________ Clerk: ________ Date: ________

Administrator: ________ Date: 12-15-93

Auditor: ________ Date: 12-15-93

AUDITOR'S USE ONLY:

Description: __________________________ Transfer No.: ________

B.R. No.: ________

Budget Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: Assistant Animal Control Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To answer calls and investigate complaints related to animal control operations; to patrol, to arrange for the collection, impoundment, and transport of stray, injured, vicious, diseased and dead animals to the animal shelter, veterinary facilities, or appropriate disposal facility of dead animals; and to enforce animal control laws, codes, regulations and ordinances in the County. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class functions at a full working level of classification and exercises responsibility for the enforcement, processing, and disposition of animal control laws, violations, cases, and activities.

SUPERVISOR: Constable

TYPICAL DUTIES

- Enforces county animal control ordinances and regulations governing the licensing, impounding and disposal of animals

- Patrols county roads and/or responds to complaints regarding stray, vicious, or dead animals

- Arranges for the collection of injured, diseased, or dead animals, obtains veterinary care or arranges for the transportation to impound or disposal facility as required; notifies animal owners of actions taken and procedures to be followed in claiming their animals

- Investigates complaints of animal bites, verifying rabies vaccination and enforcing quarantine as needed; gathers facts from victims, animal owners and medical staff regarding bite incidents and prepares reports

- Investigates complaints regarding livestock injuries or losses due to animal attacks and inhumane treatment of animals

- Issues notices of violation and citations to owners of animals in violation of county codes, and appears in court as required
MARIPOSA: Assistant Animal Control Officer

**Ability to (cont.)**

- handle sick, vicious and injured animals under varying conditions
- control and care for small animals effectively and humanely
- interact with the public in an effective and tactful manner
- read and write at the level required for successful job performance
- maintain accurate and complete records and daily logs
- meet the physical requirements of the job necessary to successfully perform assigned duties
- safely operate light trucks in accordance with traffic laws
- prepare accurate reports

**MINIMUM QUALIFICATIONS**

- graduation from high school or equivalent; one year experience working with animals in an animal shelter, veterinary clinic, humane facility, and one year experience handling large domestic livestock, including but not limited to, cattle and horses.

Creation Date: 12/93
Astanim.frm

(93-631
12/21/93)