

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

DEPT: Stanislaus Animal Services Agency *AK*

BOARD AGENDA # *B-7

Urgent Routine

AGENDA DATE January 25, 2011

CEO Concurs with Recommendation YES NO
(Information Attached) *phx*

4/5 Vote Required YES NO

SUBJECT:

Approval of the Reduction-In-Force of One Full-time Position, the Deletion of One Vacant Position, and the Addition of One Position in the Stanislaus Animal Services Agency Effective March 26, 2011

STAFF RECOMMENDATIONS:

1. Approve the reduction-in-force of one filled Account Clerk II position and the deletion of one vacant Account Clerk III position in the Stanislaus Animal Services Agency as outlined in the Staffing Impacts section of this report effective March 26, 2011.
2. Approve the addition of one Accountant II position in the Stanislaus Animal Services Agency effective March 26, 2011.
3. Amend the Salary and Position Allocation Resolution to reflect the changes as outlined in the Staffing Impacts section of this report effective March 26, 2011.

FISCAL IMPACT:

The elimination of one Account Clerk II position, one Account Clerk III position and the addition of one Accountant II position would result in an annual savings of approximately \$28,300. The anticipated amount of savings in the Fiscal Year 2010-2011 budget is approximately \$7,000.

BOARD ACTION AS FOLLOWS:

No. 2011-069

On motion of Supervisor O'Brien Seconded by Supervisor DeMartini

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) X Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval of the Reduction-In-Force of One Full-time Position, the Deletion of One Vacant Position, and the Addition of One Position in the Stanislaus Animal Services Agency Effective March 26, 2011

Page 2

DISCUSSION:

In October 2009, the County of Stanislaus and the Cities of Modesto, Ceres, Patterson, Waterford, and Hughson formed a Joint Powers Agency (JPA) for animal services. The Department of Animal Services became Stanislaus Animal Services Agency. Under the agreement, each of the member agencies is required to pay their proportional share of operational costs based on animal intake.

Prior to Stanislaus Animal Services Agency becoming a JPA, the Department was funded with revenue, licenses, fines and fees and a General Fund contribution. Like other General Fund departments, Animal Services experienced a 12% reduction in General Fund contribution during Fiscal Year 2008-2009. During this time, the Department maintained staffing levels and funded health insurance, retirement, cost of living (COLA), and performance evaluation increases through the use of salary savings from vacancies.

In June 2010, the City of Modesto, a JPA partner, elected not to utilize canvassing services due to economics. This amount left the Agency with a revenue shortfall of \$134,625 for Fiscal Year 2010-2011. With the budget shortfall the Agency could no longer maintain staffing levels. The JPA Board on June 10, 2010 and the Stanislaus County Board of Supervisors on June 22, 2010 approved a reduction-in-force action for one Staff Services Coordinator position .

In reviewing the current operational needs of the department it has been determined that a higher level of expertise than that of an Account Clerk III is needed for the management of budgeting and reporting financial information. The Joint Powers Agency, requires a greater level of complexity to appropriately manage the fiscal activities of the Agency. After evaluating the needs of the agency and meeting with staff from the Chief Executive Office and the Auditor-Controller's Office, the Stanislaus Animal Services Agency requests the addition of one Accountant II position. The position requires knowledge of modified accrual based accounting, budget development, audits, and preparation of all reports and financial statements for the JPA. The Accountant II will be responsible for the entire realm of accounting activities for the Agency.

After careful review, Stanislaus Animal Services Agency is now recommending to delete one filled full-time allocated Account Clerk II position and one vacant Account Clerk III position.

The position of the Account Clerk II was created and funded as part of the Pet Overpopulation Ordinance. The position was added to Animal Services in 2005, to administer a spay and neuter program. The new Accountant II position will

Approval of the Reduction-In-Force of One Full-time Position, the Deletion of One Vacant Position, and the Addition of One Position in the Stanislaus Animal Services Agency Effective March 26, 2011

Page 3

continue to administer spay and neuter programs as it relates to the Pet Overpopulation Ordinance. The revenue generated from the penalties and state fines, will continue to be placed into the operating budget to partially fund the Accountant II position.

The recommendation to approve the reduction-in-force for two full-time funded positions in the Stanislaus Animal Services Agency budget was unanimously approved during the JPA meeting on December 16, 2010. The City of Patterson was not in attendance.

After the December 16, 2010 meeting, an Account Clerk III accepted a transfer to another County Department. This reduced the number of required reductions-in-force to one.

It is anticipated that these actions will result in the overall reduction of labor costs. The deletion of an Account Clerk II and an Account Clerk III and addition of an Accountant II position will result in a reduction in staffing costs from \$132,662 to \$104,376 annually.

POLICY ISSUES:

The Board of Supervisors should determine if approval of staff's recommendation meets its stated priority to promote the Efficient Delivery of Public Services.

STAFFING IMPACT:

Currently there are 32 full-time allocated positions in the Stanislaus Animal Services Agency of which 29 are filled and three positions are vacant. In order to align staffing with the organizational needs of the department it is recommended to delete one filled allocated Account Clerk II position, requiring the approval of a reduction-in-force action, and the deletion of one vacant Account Clerk III position. In addition, the Agency recommends the addition of one Accountant II position.

Position	Allocated Classification	Filled/ Vacant	Filled Classification	Recommendation
3066	Account Clerk III	Vacant	Account Clerk III	Delete Position
11070	Account Clerk II	Filled	Account Clerk II	Delete Position
	Accountant II			Add Position

Approval of the Reduction-In-Force of One Full-time Position, the Deletion of One Vacant Position, and the Addition of One Position in the Stanislaus Animal Services Agency Effective March 26, 2011
Page 4

It is recommended the Salary and Position Allocation Resolution be amended to reflect the recommended position changes as outlined above. The recommended effective date is March 26, 2011.

Recognizing the potential impact this recommendation may have on the County's workforce, representative from the Chief Executive Office/Human Resources Division have discussed the potential impacts of this action with affected labor organization. Chief Executive Office staff will work with the affected employees regarding any opportunities available within the organization. To assist the staff affected by this change in operations and staffing, the Animal Services Agency will have Workplace Wellness and the Alliance Worknet available should staff wish to seek their assistance and support.

CONTACT PERSON:

Annette Patton, Stanislaus Animal Services Agency Executive Director,
342-1740