

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

DEPT: STANISLAUS ANIMAL SERVICES AGENCY

BOARD AGENDA # \*B-1

Urgent

Routine

*DP*

AGENDA DATE May 22, 2012

CEO Concurs with Recommendation YES  NO   
(Information Attached)

4/5 Vote Required YES  NO

SUBJECT:

Approval to Restore Funding to One Manager II Position and Delete One Vacant Accountant II Position in the Stanislaus Animal Services Agency

STAFF RECOMMENDATIONS:

1. Authorize the Stanislaus Animal Services Agency to restore funding to one Manager II position and delete one vacant Accountant II position.
2. Amend the Salary and Position allocation Resolution to add a Manager II position and delete one vacant Accountant II position effective immediately.

FISCAL IMPACT:

Animal Services Agency Fiscal Year 2011-2012 budget includes full funding for a vacant Accountant II position. The recommended adjustment in staffing would result in an annual estimated increase in costs of \$30,000 annually. If approved, the restored Manager II position would be filled up to mid-point of this fiscal year, resulting in no impact to the 2011-2012 Animal Services Budget.

BOARD ACTION AS FOLLOWS:

No. 2012-236

On motion of Supervisor Monteith, Seconded by Supervisor Withrow  
and approved by the following vote,

Ayes: Supervisors: Chiesa, Withrow, Monteith, De Martini, and Chairman O'Brien

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:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

**DISCUSSION:**

In 2011, the Agency created the position of Accountant II to act as the Accountant for the Agency. When created, this position was primarily assigned to accounts payable, to assist with budget development, audits, and preparation of all reports and financial statements for the agency. It is now clear that this role needs to be expanded beyond the original scope of an Accountant position to include additional leadership and managerial responsibilities. The intent for the Manager position for Animal Services is to encompass all budgetary and human resource programs for the Agency, and to manage the operations. This position will represent the Agency as the Budget and Human Resources Manager.

In 2011, the Agency, due to budget constraints and the operational needs of the agency, requested the Manager II position be classified as an unfunded vacant position. In addition, one Account Clerk II and one Account Clerk III position was deleted, and an addition of an Accountant II position was requested and approved. The Agency now recognizes that the current operational needs of the organization require a Manager position. This position will prepare, develop, and complete the budget process, and manage human resources for the agency.

The recommendation to restore funding to one Manager II position and delete one vacant Accountant II position in the Stanislaus Animal Services Agency budget was unanimously approved by those in attendance at the Stanislaus Animal Services Agency Board meeting on February 23, 2012. The one member not in attendance was the City of Waterford.

**POLICY ISSUE:**

Approval of this agenda item will support the Board's priority of Efficient Delivery of Public Services.

**STAFFING IMPACT:**

It is recommended that one Manager II position (#8358) be restored and one Accountant II position (#12717) be deleted. It is recommended these staffing adjustments become effective immediately.

**CONTACT PERSON:**

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