

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

June 25, 2024

FROM

JOSHUA DUGAS, Director, Department of Public Health

SUBJECT

Master Employment Contract Template for Animal Service Worker

RECOMMENDATION(S)

1. Approve Master Animal Service Worker Employment Contract Template effective June 29, 2024 through June 25, 2027.
2. Authorize the Director of Public Health to execute the Animal Service Worker Employment Contracts with individual employees, effective upon the date of full execution with a flexible end date, not to exceed June 25, 2027, on behalf of the County, subject to County Counsel review.

(Presenter: Joshua Dugas, Director, 387-9146)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Operate in a fiscally responsible and business-like manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General funding. These positions will be funded with budgeted Discretionary General Funding and revenue generated from fees collected for animal licenses and adoptions. Adequate appropriation and revenue have been included in the Department of Public Health's (DPH) 2024-25 budget and will be included in future recommended budgets.

The Master Employment Contract template (Contract) identifies a compensation range of \$17.00 to \$61.00 per hour for various levels of Animal Service Worker positions, entry level, up to manager, which will be established based on knowledge, skills, and experience. The Contract also provides certain benefits equivalent to County employees performing the same duties.

Any necessary budget adjustments will be presented to the Board of Supervisors (Board) for approval in a future budget report.

BACKGROUND INFORMATION

DPH provides animal care and control services to residents throughout the unincorporated areas of the county and utilizes contracted shelters in outlying areas where the County does not own or operate an animal shelter.

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Due to the ongoing rise in stray, abandoned, and surrendered animals needing care and shelter resources, DPH requires additional staffing to provide immediate support. To assist in this effort, the Contract will allow the Director of DPH the flexibility to quickly fill these needs as they arise.

Staff will perform a variety of functions throughout the Animal Care Division depending on level/ position designation. This includes assisting with the animal intake and/or adoption process, providing customer service to the public, meeting animal care needs for those housed in the shelter, collaboration with local rescue groups, outreach, and marketing campaigns, supporting staff with exams and medical care, working in the field by collecting stray and abandoned animals, conducting door-to-door pet license canvassing, and investigating public inquires including complaints. Supervisors will assist with oversight of shelter services and other operations.

DPH recommends approval of the Contract to meet the growing demands of the Animal Care Division and to improve the well-being of animals in need.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on June 5, 2024; Human Resources (Gina King, Assistant Director, 387-5560) on June 4, 2024; Finance (Carl Lofton, Administrative Analyst, 387-2040) on June 5, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on June 8, 2024.

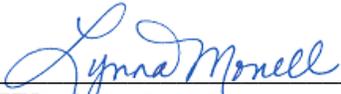
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June 25, 2024**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 25, 2024



cc: File - Public Health w/ attachment
JLL 07/12/2024