



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving Title Change for the Position of Animal Services Officer to Animal Services Supervisor and the New Salary Range.

MEETING DATE: Wednesday, December 18, 2002

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: To adopt resolution approving title change for the position of Animal Services Officer to Animal Services Supervisor and the new salary range.

BACKGROUND INFORMATION: A classification study has been conducted on the position of Animal Services Officer in accordance with the Rules for Personnel Administration. The study reveals that the position is more closely related to the classification of Animal Services Supervisor within our survey cities. The new salary range for this position is as follows:

Classification	Step A	Step B	Step C	Step D	Step E
Animal Services Officer (OLD)	2,641.75	2,773.83	2,912.53	3,058.15	3,211.06
Animal Services Supervisor (NEW)	2,847.37	2,989.74	3,139.22	3,296.19	3,461.00

If approved the incumbent will be reclassified and the classification of Animal Services Officer will be deleted.

For the Council Members convenience we have highlighted the changed title to the specification (Attachment A).

COST: Currently Budgeted

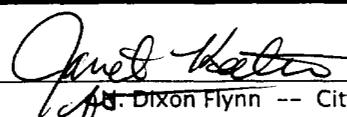
Respectfully submitted,



 Joanne M. Narloch, Human Resources Director

cc: City Attorney
 Jerry Adams, Police Chief

Prepared By: Amy Flores, Management Analyst

APPROVED: 

 James Dixon Flynn -- City Manager

ANIMAL SERVICES OFFICER SUPERVISOR

DEFINITION

Supervises and participates in the enforcement of animal regulations; manages the Animal Services Unit.

SUPERVISION EXERCISED AND RECEIVED

Responsibilities include direct supervision of the Assistant Animal Services Officers, part-time kennel staff and volunteers;

General supervision is provided by a Police ~~Lieutenant~~ Captain

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

Supervises and participates in the enforcement of City ordinances and State animal control laws;
Manages Animal Services Unit operations; trains employees; purchases supplies and equipment; cleans kennels and cages; feeds and cares for animals; maintains and repairs equipment;
Picks-up and impounds stray, injured and dead animals;
Resolves complaints or questions from the public concerning ordinances, laws and Animal Services operations and procedures;
Prepares and maintains relevant records and reports;
Coordinates presentations for public groups interested in Animal Shelter operations;
~~Provides functional supervision to the Assistant Animal Services Officer.~~
Plans, organizes, prioritizes, assigns, monitors and reviews the work of assigned staff;
Recruits, trains and coordinates volunteers;
Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Laws, ordinances, and policies related to animal control;
Law enforcement procedures, operations and regulations;
Animals and their habits;
Diseases pertaining to dogs and cats;
Methods of humane animal apprehension, care and disposal;
Principles of supervision and training.

Ability to:

Supervise and manage the enforcement of animal regulations and Animal Services Unit operations;
Maintain records and prepare reports;
Impound all types of animals;
Communicate effectively, orally and in writing;
Meet and deal effectively with the public;
Humanely perform intravenous euthanasia;
Vaccinate animals;
Use firearms to dispatch animals when necessary, such as skunks;
Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

One year of experience comparable to that of the Assistant Animal Services Officer class in the City of Lodi.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

RESOLUTION NO. 2002-260

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
THE TITLE CHANGE OF ANIMAL SERVICES OFFICER
TO ANIMAL SERVICES SUPERVISOR, AND FURTHER
APPROVING CLASS SPECIFICATION AND SALARY
RANGE FOR ANIMAL SERVICES SUPERVISOR

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve the title change of Animal Services Officer to Animal Services Supervisor; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the class specification for the position of Animal Services Supervisor as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED that the Lodi City Council hereby approves the salary range for Animal Services Supervisor as follows:

STEP				
A	B	C	D	E
\$2,847.37	\$2,989.74	\$3,139.22	\$3,296.19	\$3,461.00

Dated: December 18, 2002

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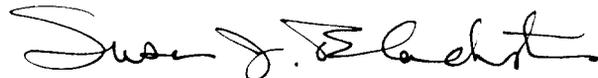
I hereby certify that Resolution No. 2002-260 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 18, 2002 by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land, and Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

ANIMAL SERVICES SUPERVISOR

DEFINITION

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Coordinates presentations for public groups interested in Animal Shelter operations;
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