

**BOARD OF COUNTY
COMMISSIONERS**



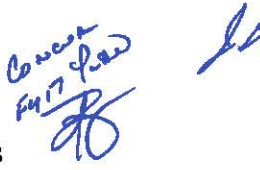
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Mark S. Woodard
County Administrator

TO: The Honorable Chair and Members of the Unified Personnel Board

THROUGH: Holly Schoenherr, Director of Human Resources

FROM:  Mark S. Woodard, County Administrator
 John Bennett, Assistant County Administrator 

SUBJECT: Reduction of Classification in Animal Services

DATE: September 23, 2016

The Animal Services Department has been implementing a comprehensive reorganization for some time. The next step in this reorganization is the reduction in the number of positions in the Animal Care Supervisor classification. There is one encumbered position in this classification being eliminated and, therefore, in order to eliminate the position, the incumbent employee is subject to layoff under Unified Personnel System, Rule 5. Notice is hereby provided pursuant to Rule 5.

The Appointing Authority is not implementing displacements in this situation. The individual will be offered an alternate position within the Animal Services Department.

In June 2016, the Program Manager identified the need to reduce the number of Animal Care Supervisors, CL-10 from 3 positions to 2 positions and increase the number of Animal Care Assistants, CL-6 from 6 positions to 7 positions. This reallocation of positions will increase efficiency and effectiveness of shelter operations.

The one obsolete Animal Care Supervisor position is still encumbered. The intention is to eliminate the Animal Care Supervisor position and replace it with an Animal Care Assistant position. The projected effective date will be October 16, 2016.

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Retention Score Calculation – Retention score will be composed of four components: continuous service, performance issues as documented by disciplinary actions, and organizational need requirements. Individuals qualifying under the State's veterans' preference statute will have an additional 3 to 5 points added to their score depending upon the qualifying category. The maximum retention score will be 70 points except for those earning veterans' preference points (maximum of 73 or 75 depending on qualifying category).