



LANE COUNTY

HUMAN RESOURCES DEPARTMENT / 125 East 8th Ave. / Eugene, OR 97401
Phone: (541) 682-3665/ Fax: (541) 682-4290

W. 12.a.4b,

AGENDA COVER MEMO

Memorandum Date: September 17, 2008
Order Date:

TO: Board of County Commissioners
DEPARTMENT: Human Resources
PRESENTED BY: Cindy Tofflemoyer, Sr. Management Analyst, HR
AGENDA ITEM TITLE: IN THE MATTER OF CREATING CLASSIFICATIONS AND SALARY RANGES FOR VETERINARY TECHNICIAN AND ANIMAL BEHAVIOR AND TRAINING COORDINATOR

I. MOTION

MOVE APPROVAL OF ORDER 08 -- _____ IN THE MATTER OF CREATING CLASSIFICATIONS AND SALARY RANGES FOR VETERINARY TECHNICIAN AND ANIMAL BEHAVIOR AND TRAINING COORDINATOR

II. AGENDA ITEM SUMMARY

The Board is being asked to approve the creation of classifications and salary ranges for Veterinary Technician and Animal Behavior and Training Coordinator.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Through Board Order 08-7-23-5 the Board of County Commissioner's accepted the Lane County Animal Services (LCAS) work plan for 2008 and implementation of the work plan into the operation of LCAS. Through Board Order 07-10-3-12 the Board asked Health & Human Services to work within available county resources to bring back a plan that would incorporate the Save Adoptable Animals Task Force recommendations. The two proposed positions will be instrumental in implementing the save adoptable and treatable animals' philosophy.

Policy Issues

APM, Chapter 3, Section 20, C (1a) states; If Human Resources determines that a new classification is appropriate, it shall prepare a proposed classification specification with proposed salary and prepare a Board Agenda item requesting that the Board amend the classification and compensation plans to add the new classification.

These are AFSCME represented classifications. AFSCME is in agreement with the new job classifications and proposed salary ranges.

B. Board Goals

Lane County Strategic Plan B1 indicates that Lane County will aim for a flexible classification and compensation system so that the system supports and does not inhibit excellent performance in the delivery of County services. The LCAS work plan includes development and implementation of several programs which will benefit from the Veterinary Technician and Animal Behavior and Training Coordinator classifications.

C. Financial and/or Resource Considerations

The department will seek to add positions for these two classifications once adequate funding is available.

D. Analysis

In creating a new classification Human Resources point factors the job duties expected from the position, reviews internal equity as well as taking a sideways glance at comparable classifications and compensation in comparator counties. Both the Veterinary Technician and Animal Behavior and Training Coordinator classifications will be represented by AFSCME.

Veterinary Technician

HR completed a point factor analysis which places the Veterinary Technician at grade 23 (\$15.56-\$21.55/hr) in the AFSCME compensation plan. This is comparable with Paralegal, Plans Examiner 1 and Property Appraiser 2 classifications.

In our survey of comparator counties Marion (\$16.32-\$21.85/hr) and Multnomah (\$16.21-\$19.96/hr) are the closest matches in terms of scope of duties and compensation to the proposed Veterinary Technician classification. This classification requires a Certified Veterinary Technician Certificate issued by the Oregon Veterinary Medical Board.

Animal Behavior and Training Coordinator

HR completed a point factor analysis which places the Animal Behavior and Training Coordinator at grade 20 (\$14.45-\$20.01/hr) in the AFSCME compensation plan. This is comparable with the Senior Accounting Clerk classification.

In our survey of comparator counties we were not able to find comparable classifications. Clackamas, Multnomah, Marion and Jackson counties all have classifications that work in a shelter environment however they do not have the scope of work that this classification provides.

E. Alternatives/Options

1. Adopt the proposed Veterinary Technician classification and salary range as describe above.
2. Adopt the proposed Animal Behavior and Training Coordinator classification and salary range as described above.
3. Reject the motion

IV. TIMING/IMPLEMENTATION

If the Board approves the motion and adopts the new classifications and salary ranges, HR will add the classifications and salary ranges to the AFSCME compensation plan.

V. RECOMMENDATION

Human Resources recommend that the BCC adopt the motion to create the Veterinary Technician and Animal Behavior and Training Coordinator classifications and salary ranges.

VI. FOLLOW-UP

Once adequate funding is available the department will recruit for the classifications...

VII. ATTACHMENTS

Veterinary Technician classification specification

Animal Behavior and Training Coordinator classification specification

Board Orders ...

VETERINARY TECHNICIAN

DEFINITION

To perform paraprofessional/technical work in the field of veterinary medicine and basic health care of animals impounded or in custody in Lane County Animal Services save adoptable animals environment, including, but not limited to inoculations, basic first aid and health checks.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and/or supervisory staff and specific directions from a licensed veterinarian.

EXAMPLES OF DUTIES (the list is not all inclusive):

Humanely administering daily medication and preventative vaccinations to animals.

Obtaining and documenting accurate medical information on animals.

Monitoring and recording condition of animals and opinion concerning diagnosis as necessary.

Monitoring and stocking drug, vaccine and medical supplies.

Coordinates and trains interns and volunteers.

Keeping accurate computerized drug, vaccine and medical supply inventory records.

Coordinate spay/neuter arrangements for adopted or impounded animals.

Handling all types of animals in a save adoptable animals kennel setting.

Assist Kennel Attendants in routine care of animals on site.

Provide paraprofessional advice in animal care and animal health topics to the agency.

Provide information and assist the public and veterinarians.

May perform euthanasia as directed by supervisory staff.

KNOWLEDGE OF:

Animal health, behavior, care, handling and breed identification.

Common animal diseases, including dogs and cats.

Basic first aid for injured animals.

Injection techniques and methods.

Record maintenance and methods of keeping accurate records.

Methods and techniques used to physically maneuver, control, lift and carry.

Safe and efficient animal handling techniques.

ABILITY TO:

Recognize common animal diseases in dogs and cats.

Administer injections to animals in a humane way.

Ability to maintain accurate and concise records.

Ability to physically maneuver, control, lift and carry animals.

Follow written or oral instructions.

Follow technical procedures to perform humane euthanasia of animals by injection method without direct supervision.

Meet and tactfully deal with the public.

Remain calm and use good judgment during confrontational or high pressure situations.

Feed and care for shelter animals.

Maintain clean and sanitized kennel areas.

Educate the public in animal care.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Use office equipment and computers.

EXPERIENCE AND TRAINING:

Experience:

Two years experience in an animal health-related field including care and handling of dogs and cats, and working with the public.

Training:

Equivalent to the completion of a twelfth grade education and two years of additional training or course work in the animal health field.

SPECIAL REQUIREMENTS:

Possession of a Certified Veterinary Technician Certificate issued by the Oregon Veterinary Medical Board.

May obtain certification as an Oregon Certified Euthanasia Technician.

Possession of a valid Oregon driver's license.

LANE COUNTY
September 17, 2008

ANIMAL BEHAVIOR & TRAINING COORDINATOR

DEFINITION

To develop, implement, and monitor programs in Lane County Animal Services save adoptable animals environment, that focus on identifying, correcting and preventing problem behavior in animals; to evaluate shelter animals in order to determine their temperament, abilities, and aptitude for training and recommend training plans; to provide progressive information and trainings to enhance and increase animal adoptions and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and/or supervisory staff

EXAMPLES OF DUTIES (the list is not all inclusive):

Evaluates temperament and behavior of shelter animals for adoptability as family pets and assists shelter staff with adoption counseling, safe animal handling, and euthanasia recommendations.

Designs individual training programs for shelter animals to improve behavior and chance of adoption.

Coordinates volunteer and staff trainers as they work with individual animals.

Assists in training division staff to properly identify problem behaviors and assist with the modification or prevention of problem behaviors.

Screens applications for trained extra help or volunteer handlers

May provide supervision to interns and volunteers

Provides information and training to novice handlers.

Recommends animal behavior and temperament education and training programs for staff and volunteer development.

Serves as division's animal behavior consultant for community pet owners

Provides referral information on training methods, training equipment, and animal trainers to increase animal retention in homes.

Develops, plans and conducts behavior and temperament education seminars and workshops for staff, volunteers, and the public to assist them in understanding animal behaviors, enhance their human-animal bonds, and increase shelter animal adoptions.

Maintains and updates a resource library of animal training, obedience, behavior and temperament information materials including but not limited to books, journals, videotapes, relevant internet sites, and lists of professionals in the field.

Handling all types of animals in a kennel setting.

Performs related duties as assigned

KNOWLEDGE OF:

Animal training and behavior to include theory of positive reinforcement, animal training techniques, and the ability to assess and evaluate new animal training methods and equipment.

Animal temperament testing methods and techniques.

Basic teaching methods and curriculum development.

Animal control theories and methods

Breed characteristics and behaviors

Safe and efficient animal handling techniques

ABILITY TO:

Speak in public

Plan and teach curriculum

Design training aids.

Restrain and handle animals

Interpret animal body language

Communicate clearly and concisely, both orally and in writing

Ability to physically maneuver, control, lift and carry animals

Follow written or oral instructions

Establish and maintain effective working relationships with those contacted in the course of work.

Research and stay current on animal training, behavior and temperament practices

Use office equipment and computers

EXPERIENCE AND TRAINING:

Training:

Equivalent to the completion of a twelfth grade education and additional training or course work in the animal behavior and training methods.

Experience:

Two years experience in an animal behavior and training field.

SPECIAL REQUIREMENTS:

Possession of a valid Oregon driver's license

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND) IN THE MATTER OF CREATING THE
ORDER 08-) CLASSIFICATION AND SALARY
) RANGE FOR ANIMAL BEHAVIOR &
) TRAINING COORDINATOR
)
)

WHEREAS, Human Resources has completed a review and point factor of the proposed Animal Behavior & Training Coordinator classification; and

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to the classification and compensation plans require board approval.

IT IS HEREBY RESOLVED AND ORDERED, that there be created the new classification of Animal Behavior & Training Coordinator and that the salary range for the classification be approved as follows:

Animal Behavior & Training Coordinator Grade 20 (\$30,056-\$41,621)

Dated this _____ day of _____, 2008.

Faye Stewart, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 8/28/08 Lane County
Teresa J. White
OFFICE OF LEGAL COUNSEL

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND ORDER 08-) IN THE MATTER OF CREATING THE) CLASSIFICATION AND SALARY) RANGE FOR VETERINARY) TECHNICIAN)))

WHEREAS, Human Resources has completed a review and point factor of the proposed Veterinary Technician classification; and

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to the classification and compensation plans require board approval.

IT IS HEREBY RESOLVED AND ORDERED, that there be created the new classification of Veterinary Technician and that the salary range for the classification be approved as follows:

Veterinary Technician Grade 23 (\$32,365-\$44,824)

Dated this _____ day of _____, 2008.

Faye Stewart, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 8/28/08 Lane County
Jesse H. Hilde
OFFICE OF LEGAL COUNSEL