

POSITION ADJUSTMENT REQUEST

NO. 26262
DATE 1/25/2024

Department Animal Services Department No./ Budget Unit No. 0366 Org No. 3336 Agency No. 36
Action Requested: AUTHORIZE Human Resources Department to conduct a compensation and salary study for the Veterinary Assistant (BKRA), Registered Veterinary Technician (BKVA), Animal Shelter Veterinarian-Exempt (BKS1), and Chief of Shelter Medicine- Exempt (BKD1) classification found within Contra Costa Animal Services Department.

Proposed Effective Date: 11/1/2014

Classification Questionnaire attached: Yes No / Cost is within Department's budget: Yes No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost _____ Net County Cost _____
Total this FY \$1,797.00 N.C.C. this FY \$1,797.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% County General Fund

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Arturo Castillo

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Chrystine Robbins for

1/25/2024

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/25/2024

See attachment 1.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: Day following Board Action.

11/1/2024(Date)

Lauren Ludwig

10/25/2024

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/31/2024

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: _____

Jason Chan

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ~~DISAPPROVED~~

Monica Nino, Clerk of the Board of Supervisors and County Administrator

DATE 11-05-2024

BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows: