



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: December 17, 2019

Title: Compensation and Classification Matters - New Classification

Introduction/Background:

A new job classification was requested by the Director of the Pima Animal Care Center for a position of Deputy Director for the Pima Animal Care Center.

Discussion:

Pima Animal Care Center is the open admissions animal shelter for the City of Tucson and Pima County, taking in around 20,000 pets annually and providing a full range of animal services for a 9,000 square mile area. The Deputy Director will have direct oversight of shelter operations, field services, community engagement, lifesaving programs, management of three division managers who supervise approximately 100 full time employees, as well as coordinate with 20 contracted service providers. It is necessary to create a specific job classification to clearly articulate the roles and responsibilities of the position.

Conclusion:

This proposed new Pima Animal Care Center Deputy Director job classification will provide an accurate description of the work assigned to the position.

Recommendation:

It is recommended the following job classification be approved for use within the County's classification system: Class code 7527, Class Title Pima Animal Care Center Deputy Director, Salary Grade U3, Salary Range \$55,182 - \$125,590, EEO Code 1 (Officials & Administrators), FLSA Code Exempt (not paid overtime)

Fiscal Impact:

The creation of this new classification has no immediate cost impact to the County as any additional costs incurred in filling positions allocated to this classification will be borne by the department from within its current budget. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

Board of Supervisor District:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All

Department: Human Resources

Telephone: 724-8028

Contact: Colin Smith

Telephone: 724-8111

Department Director Signature/Date: _____

[Signature] 12/2/19

Deputy County Administrator Signature/Date: _____

[Signature] 12/3/2019

County Administrator Signature/Date: _____

[Signature] 12/3/19

Code: 7527

Title: PIMA ANIMAL CARE CENTER DEPUTY DIRECTOR

SUMMARY: This classification reports to the Director of the Pima Animal Care Center (PACC). Plans, organizes and directs assigned functions and operational activities of PACC and performs statutory requirements in the absence of the PACC Director. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs assigned functions and activities for shelter operations, field services, community engagement, animal enrichment and lifesaving programs within PACC;
Provides management and supervision to division managers and other employees within assigned areas of responsibility;

Drafts and maintains administrative and operational procedures, subject to Director approval, to ensure compliance with County, state and federal ordinances, laws and regulations;

Coordinates the development and preparation of department budget and exercises management control over departmental expenditures;

Analyzes departmental procedures and organizational structures in relation to operational needs and develops plans and processes to increase efficiency and cost-effectiveness;

Prepares departmental reports, recommendations and studies to evaluate effectiveness of department services recommending corrective action when appropriate;

Represents the Director and/or the department at formal and informal meetings;

Acts in the Director's absence, assuming the full range of duties of the director;

Coordinates construction, maintenance and/or repair of County operated or maintained Animal Services facilities with affected jurisdictions, Facilities Management and contractors/vendors;

Plans, develops and implements staff training programs;

Participates in or serves as Departmental representative for various committees, task forces, boards and commissions;

Reviews and analyzes proposed state and federal legislation for potential impact on department operations and processes and provides recommendations;

Represents the department with the media and the public;

Assigns, trains, supervises and evaluates the work of subordinate staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- state and federal laws, rules and regulations pertaining to area of responsibility;
- national best practices in animal sheltering and field services;
- principles and practices of effective supervision and management;
- County budget and procurement procedures and regulations;
- records management and retention requirements;
- techniques and practices for dealing with members of the media and the public;
- techniques for making effective presentations both orally and in writing.

Skill in:

- planning, organizing and managing comprehensive operations related to assigned area of responsibility;

- supervising, motivating and evaluating employees;
- establishing and maintaining effective working relationships with others;
- writing professional and technical reports;
- communicating complex and technical local, State and Federal laws and requirements relating to areas of assignment;
- delivering efficient and cost-effective customer service relative to area of responsibility;
- using tact, independent judgment, discretion and prudence in dealing with those contacted in the course of work.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in business, public administration, organizational development, social work, communications, public health or other closely related field as identified by the appointing authority at the time of recruitment and four years working within an animal welfare environment handling and working with cats and dogs in a high stress environment of which at least two years were in a leadership/supervisory or managerial capacity. (Additional relevant experience and/or education may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona driver license shall be required at time of application or appointment. Other required licensure/certification/registration requirements may be identified by the Appointing Authority at the time of recruitment or after appointment. Failure to achieve and/or maintain appropriate licensure/registration/certification is grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.