



MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Paul Figueroa
Interim Asst. Chief of Police

SUBJECT: Vacancies at Oakland Animal Services

DATE: October 22, 2013

City Administrator

Date

Approval

/s/ **Deanna J. Santana**

10/22/13

INFORMATION

Over the last year, the Oakland Police Department (OPD) has engaged in significant amounts of hiring. The increased hiring is a direct result of attrition, increased budget allocation, and investment in the Department's general fund to support new positions. This memorandum describes multiple vacancies at Oakland Animal Services. Given the recent addition of personnel to conduct background investigations, we anticipate background investigations will be completed 3 weeks from assignment.

Executive Summary

The following information reflects the status of the vacancies in the Oakland Animal Services (OAS).

<u>Position</u>	<u>Number of Vacancies</u>
Director Animal Services	1
Volunteer Program Specialist	1
Veterinarian	.5
Animal Control Supervisor	1
Animal Control Officer	1.5
Animal Care Attendant, PT	.5
Police Records Specialist	1
Veterinarian Technician	1

Status of Recruitment

DIRECTOR ANIMAL SERVICES

The Director of Animal Services position became vacant on February 26, 2013 and is currently filled by a Temporary Contract Service Employee (TCSE) as of April 3, 2013. The temporary incumbent is a retired OPD Sergeant of Police, who has previous experience in managing the Oakland Animal Services.

The Oakland Police Department (OPD) and the Department of Human Resources Management (DHRM) conducted a nationwide recruitment to identify highly qualified candidates for the position of Director of Animal Services. The request to permanently fill the position was submitted in early March, and was routed through the normal approval process. The requisition was approved by the Budget Office in late April 2013. OPD staff met with DHRM on May 9, 2013 to develop a strategy for conducting a nationwide executive recruitment for this exempt position. As a result of this recruitment, nine (9) candidates were placed on a candidate list and department hiring interviews are scheduled for October 23, 2013. At a recent City Council meeting, this position was mistakenly identified as a position being considered for consolidated with other job functions at Oakland Animal Services. This job description has not changed, and the Department anticipates filling the position by the December 18, 2013.

VOLUNTEER COORDINATOR (Volunteer Program Specialist II)

In August 2012, using the previous eligibility list, an offer was made, but declined by the candidate. Therefore, in February 2013 an exam plan and recruitment was conducted for the Volunteer Program Specialist II vacancy. The recruitment yielded over 75 total applicants. However, it was determined that this position would be best suited if it were expanded to include additional management duties. The scope of this position is under evaluation and discussion with the City Administrator.

VETERINARIAN

There is one (1) part-time position vacancy consisting of 20 hours per week, which provides flexibility when covering open assignments. Five candidates were interviewed, and one candidate will conduct a site visit on Thursday October 24, 2013. If it is determined that the candidate is a good match, an offer will be made and the candidate will move to the background phase.

ANIMAL CONTROL SUPERVISOR

The Animal Control Supervisor position became vacant in September 2013. The requisition was submitted on September 10, 2013 and the eligibility list was certified on September 20, 2013. An Animal Control Officer has been placed in an acting position for 60 days, and will remain in place until a hiring decision has been made by the Hiring Manager. We anticipate a hiring decision for this position by November 8, 2013.

ANIMAL CONTROL OFFICER (ACO)

There are 1.5 vacancies in this classification. There are six (6) names on the list, certified on September 18, 2013. The Hiring Manager is conducting interviews. There may be a second FTE vacancy in the near future to backfill a potential promotional opportunity.

ANIMAL CARE ATTENDANT (ACA)

This is a part-time position. The Hiring Manager will hire two (2) additional ACA's to cover open shifts and hours are managed based on budgetary constraints. There are four (4) candidates currently under consideration by the Hiring Manager.

POLICE RECORDS SPECIALIST (PRS)

There is one (1) vacancy in this classification that exists within Oakland Animal Services. Additionally, there are eight (8) vacancies agency-wide for this classification. Currently there are only six (6) candidates in the background process. If no suitable candidate is hired, the list will be exhausted and a new recruitment will be requested.

VETERINARIAN TECHNICIAN

There is one (1) vacancy for this position. The current eligibility list is approximately two (2) years old. After contacting the applicants from the existing list, no individuals expressed interest in the position. A request will be submitted to the OPD Personnel Section to hire a provisional employee until new recruitment is completed. The provisional appointment is a 120 day appointment during the recruitment phase, until the establishment of an eligibility list is finalized. Once the list is finalized, the Hiring Manager conducts interviews. The hiring selection takes approximately 30 days, with an additional 3 weeks for the background process. The projected hire date is March/April 2014.

Cost Summary/Implications

All vacancies are fully funded positions in the General Fund, with the exception of the Volunteer Coordinator, which we anticipate additional partial funding from a grant.

City staff understands the importance of filling these vacant positions and will continue to work diligently toward bringing the Oakland Animal Services to full staffing levels.

Respectfully submitted,

/s/

PAUL FIGUEROA
Interim Assistant Chief of Police

For questions regarding this report, please contact Cee Belue, Personnel Manager, at 510-238-6971.