



DISTRIBUTION DATE: 12/9/13

MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Sean Whent
Police Chief

SUBJECT: Update Regarding Oakland Animal Services Staffing

DATE: December 9, 2013

City Administrator /s/ **Deanna J. Santana** Date December 9, 2013
Approval

INFORMATION

The purpose of this informational memo is to provide an update regarding the staffing at the Oakland Animal Services (OAS). Over the last year, the Oakland Police Department (OPD) engaged in significant amounts of recruiting and hiring with strong interest from the community. This memorandum describes the status of multiple vacancies authorized and budgeted by City Council for civilian staff related to OAS.

Authorized FTE	Job Classification	Status of Position
1	Director	An interim director currently runs OAS. The selection of a permanent director is anticipated by early January after the completion of the background investigation process.
1	Volunteer Program Coordinator	Vacant. Recruitment completed, pending eligibility list to complete hiring process.
1	Veterinarian	Filled with .5 Full Time Equivalent (FTE); recruiting for the .5 FTE in process. A new volunteer Veterinarian currently supplements services and OAS uses past procedures to maintain services.
2	Veterinarian Technicians	Filled with 1 FTE and 1 provisional employee; pending recruitment to hire 1 permanent FTE early next year.
1	Animal Control Supervisor	Filled with 1 FTE.
11	Animal Control Officers	8.5 Filled; interviews are scheduled for prospective new hires during the week of December 9, 2013.
2	Police Records Specialists	Filled with 1 FTE. List exhausted and DHRM received requisition to begin recruitment.
12	Animal Care Attendants (ACA)	No vacancies, all positions filled

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The OAS budget includes one FTE veterinarian to care for the needs of the animals. Since 2007, OAS has staffed the veterinarian position with two part time Veterinarians, largely due to the difficulty in hiring and maintaining a full time Veterinarian. When one part time Veterinarian recently resigned, OPD immediately began the recruitment process. In the interim, OPD uses a combination of the remaining Part Time Veterinarian, a volunteer, and encourages the use of private Veterinarians for animal owners, until such time as a new part time Veterinarian is hired.

OPD is aware of the concerns surrounding OAS from stakeholders and is actively working to provide top quality care for our animals. The City is grateful for the hard work of staff and volunteers who care immensely for the animals. In January 2014, OPD will bring forward an agenda report to the City Council to discuss the issues surrounding a potential transfer of OAS to an alternate City Department. At that juncture, there will be an opportunity to discuss options for OAS, and by what method to proceed in addressing remaining staffing concerns.

Respectfully submitted,

/s/

SEAN WHENT
Chief, Police Department

For questions, please contact Captain Darren Allison, at (510) 777-8679.