MEMORANDUM

Date: **February 28, 2019**

To: **Deb Alexander**

From: **Rhett Nicks**

RE: **Reclassification - Adoption Specialist to Shelter Technician I**

Summary: Animal Care & Control is proposing to reclassify the existing Adoption Specialist position to become a Shelter Technician I position.

Proposal: It makes no sense to have one person set aside as an adoption specialist. The position is better utilized by moving the position into the kennel. If this proposal is accepted, the kennel will be only one (1) person shy of an acceptable staffing level given kennel population and the length of stay. If approved, this reclassification will also eliminate the need for one of the Animal Control Officers to spend time in the kennel.

Costs of the proposal: In year one, this reclassification will result in cost savings since the position will be a pay grade 8, rather than 9. The position of Shelter Technician I is, however, is part of a career ladder and in the second year will move a grade 10. Comparing the midpoint of each grade, results in a cost increase of about $3700 overall.

Benefits of the proposal: I have no need for an Adoption Specialist position. The only part of that position which is technical enough to warrant a separate position is the behavior portion. Currently, given the shelter's staffing needs, having a full-time behavior-based staff member is not an option. I don't have enough staff to fully attend to the needs of the animals or meet shelter best practices without using overtime.

I am happy to answer any questions you might have and appreciate you consideration of this proposal. Please feel free to contact me with any questions.