Animal Care of Davis County

1422 East 600 North – Fruit Heights, Utah 84037
Telephone: (801) 444-2200 – TDD: (801) 451-3228 – Fax: (801) 444-2212

To: Davis County Budget Committee

From: Director Rollin Cook

Date: May 28, 2021

Re: Re-appropriation of Animal Care Development Manager to Office Manager

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Summary:

After a thorough review of our animal care operations over the past several months, it became clear that the position of Development Manager that was implemented by the previous administration was not a position that was necessary for the efficient and effective operations of our department. Although, we had made a concerted effort to fit some job duties that matched the Development Manager Job Description, those tasks did not match the needs of our organization, nor was there enough work related to that position to justify its existence.

Therefore, I asked and received approval to eliminate the position of Animal Care Development Manager through a reduction in force. This person's final day was May 23, 2021. With this in mind, we are in substantial need of an Office Manager position that was eliminated by the previous administration and would like the Budget Committee to consider re-appropriating this RIF position.

Proposal:

As part of this RIF and reorganization of our Animal Care Department, I am requesting the Budget Committee's consideration to subsequently re-appropriate this position to an office manager position, which was also eliminated by the previous administration. Many of the duties that were once completed by the office manager were being accomplished by the Development Manager and other members of the leadership team.

Examples of Office Manager responsibilities include, time cards, accounts payable, procurement, purchasing, purchase cards, inventory, daily cashier reconciliation, supplies, contract monitoring, donations, grants, record keeping, etc.

We would ask the Budget Committee to consider the re-appropriation of the Development Manager (Grade 22) position that was part of a recent internal RIF, to position of Office Manager I/II (Grade 15/17).

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Costs of the proposal:

There is no increase of cost to this request since the position of Office manager is a lower grade, therefore no impact on 2021 budget or future budget.

Benefits of the proposal:

Reinstatement of an Officer Manager as part of our department will significantly improve the effectiveness of our operations. Although many of these tasks can seem less important to some, they are critical to running an efficient operations.

Throughout my short tenure with Davis County, it has become abundantly clear that our abilities and work related matters in these areas have been less that acceptable. Although we have made every effort to have members of our leadership team perform these essential tasks, it is obvious that it is not our areas of expertise and does not meet any of our expectations. I am confident with the properly qualified and experienced person in the position of Office Manager, that we can significantly improve the quality of our service not only to the public, but also to our partnering Davis County departments.

Other considerations, if applicable:

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

Sincerely,

Animal Care Director