

Animal Control Supervisor job description:

We are requesting a change to the Animal Control Supervisor job description. This position is currently in a Grade 14 and we are requesting a change to Grade 15. This position supervises three full time Animal Control Officers and 5 Animal Shelter Volunteers. The position directly manages all aspects of the Animal Shelter, including the planning, directing, organizing and supervising of all staff and volunteers. They are responsible for the maintenance of the facility and equipment, they interact with the public and ensure the shelter animals are properly cared for. They assist with the allotted budget, and provides recommendations regarding changes to policies and procedures. Moving this pay grade would better align with similar supervisory positions such as the Records Supervisor and Clerk of Court. The budget impact for this increase would be less than \$1,000. City staff recommends approval.

Section 29.08.04080-17 of Chapter 29 of the municipal code relating to compensation and benefits:

This is second reading and public comment for 29.08.04080-17. This code change will allow the City Administrator to authorize a performance based step increase for any employee that has reached the maximum wage allowed within a grade based upon a successful annual performance evaluation. Civil Service and City staff recommend approval.

Thank you,

HR Director Nameniuk

