



DATE: September 15, 2016

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Animal Care Attendant

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Animal Care Attendant to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Animal Care Attendant job description was revised to update the essential duties, probationary period, and to align the format to the current City standards. The changes to the job description are intended to update the duties and required knowledge of the Animal Care Attendant to current standards.

The changes to the job description are as follows:

Animal Care Attendant

Essential Duties Section

Added: "...evaluates behavior..."

Removed: "...facilitates..."

Experience and Education Section

Experience:

Added: "... (6) ..."

Education:

Added: "...twelfth..."

Probationary Period Section

Added: "One (1) year."

Removed: "Six (6) months."

FISCAL IMPACT

There is no economic impact as a result of changes to the job description. The classification is in the approved salary plan, and there is no recommended change to salary.

Prepared by: Azin Gervin, Human Resources Analyst II

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read "K. McAdoo", written in a cursive style.

Kelly McAdoo, City Manager