

Gabriel Hydrick

Chief Administrator

Tom Provine, Admin. Serv. Dir.

Arminda Searcy, Administrative Analyst

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**Tehama County
County Administration**

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TEHAMA COUNTY

Tehama County Animal Services

Christine McClintock, Animal Care Center Manager

1830 Walnut St.

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November 12, 2025

Re: Approval – Both of your requests are approved.

Your request dated September 30, 2025, to reclassify 1.0 Animal Services Office Assistant, currently vacant, to be reclassified as an Administrative Assistant, thus changing the Position Allocation List by deleting one Animal Services Office Assistant and adding one Administrative Assistant.

The second request to maintain the 1.0 Animal Services Coordinator position- Limited Term, will be maintained on the Position Allocation List through June 30, 2026, thus changing the Position Allocation List. The proposed change constitutes maintaining the Animal Services Coordinator, Limited Term, on the Department's Position Allocation List. This will extend full-time employee's sunset date through June 30, 2026.

These changes will give the Division the ability to prepare agenda items, process payroll, and prepare claims in-house, rather than relying on the Department of Agriculture's Office Manager. The newly classified position will take over the safety coordinator position and assist with budgets, purchase orders, and agreements. Maintaining the Animal Services Coordinator will allow staff coverage during lunch hours, as well as provide more flexibility for this position to work extra hours during staff shortages or leaves of absence. The reclassifications support the needs of the department and will allow the Department to be more self-sufficient.

Thank you for your continued leadership and commitment to excellence in service.

Sincerely,

Gabriel Hydrick
Chief Administrator