

COUNTY OF TEHAMA



Department of Agriculture / Division of Animal Services

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September 30, 2025

Coral Ferrin
Personnel Director, Tehama County
727 Oak Street
Red Bluff, CA 96080

Dear Coral,

This is a request to address the Board of Supervisors to amend the Position Allocation List, as follows:

- 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.

Animal Services Position Allocation FY 2023-24	
CURRENT	Positions
Animal Care Center Manger	1.0
Animal Services Coordinator	1.0
Animal Services Coordinator- Limited Term	1.0
Animal Services Office Assistant	1.0
Animal Care Specialist	1.0
Animal Care Attendants	3.0
TOTAL	8.0
PROPOSED	Positions
Animal Care Center Manger	1.0
Animal Services Coordinator	1.0
Animal Services Coordinator- Limited Term	1.0
Animal Services Office Assistant	1.0
Animal Care Specialist	1.0
Animal Care Attendants	3.0
TOTAL	8.0

This memo contains the justification for the retention of one sunset employee, and the budgetary implications. 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. This 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.

Budgetary implications: This request, if granted, would increase the Department's Salary and Wages accounts (51010-51015) by approximately \$31,616. The Division is able to fund this request from anticipated surplus revenue in the Division's Other Government Agencies Account (450740.) As such, the request would not impact the General Fund.