

COUNTY OF TEHAMA



Department of Agriculture / Division of Animal Services

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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 Office Assistant, currently vacant, will be reclassified to an Administrative Assistant, thus changing the Position Allocation List by deleting one Animal Services Office Assistant and adding one Administrative Assistant.

Animal Services Position Allocation FY 2025-26	
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
Administrative Assistant	1.0
Animal Care Specialist	1.0
Animal Care Attendants	3.0
TOTAL	8.0

This memo contains the justification for the reclassification of one vacant position, and the budgetary implications. This 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 also take over the safety coordinator position and assist with budgets, purchase orders, and agreements.

Budgetary implications: This request, if granted, would increase the Department's Salary and Wages account (51010-51015) by approximately \$8,275 annually. 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.