



Office of the City Manager

CONSENT CALENDAR

January 20, 2026

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Janelle Rodrigues, Director of Human Resources

Subject: Reestablish and Revise Job Class Specification and Pay Scale – Animal Services Supervisor (formerly Animal Services Operations Supervisor)

RECOMMENDATION

Adopt a Resolution to reestablish and revise the job class specification and pay scale of Animal Services Supervisor (formerly Animal Services Operations Supervisor) with an hourly pay scale of \$48.4266 to \$53.3904 distributed across three steps.

FISCAL IMPACTS OF RECOMMENDATION

The Animal Services Supervisor job classification has been reestablished and revised in preparation for future position requests and budgetary planning. The recommended pay scale for the proposed classification represents a fiscal impact of \$100,727 to \$111,052 (approximately \$180,060 to \$198,517 including full benefits) for one position.

CURRENT SITUATION AND ITS EFFECTS

The Animal Services Division of the City Manager's Office provides a wide range of services supporting public safety and animal welfare across Berkeley, Emeryville, Albany, and Piedmont. These include ordinance enforcement, wildlife removal, stray pet impoundment, and investigations of neglect, cruelty, nuisance, and bite cases, as well as sheltering services.

Currently, a single Animal Services Manager is responsible for overseeing 12 staff members – including animal control officers, medical personnel, and administrative staff – while also managing daily operations and long-term strategic planning. Without a mid-level supervisory role, the Manager lacks the capacity to implement recent consultant recommendations aimed at improving the efficiency and effectiveness of the Animal Services Division in alignment with industry best practices. Although the Senior Animal Control Officer serves as the lead, this classification does not have the authority or capacity to fully supervise subordinate staff. This blurring of roles leads to inconsistent leadership in the field among Animal Control Officers and does not address the oversight of the front desk administrative staff who handle customer service, communication, and documentation.

To address these challenges, the City Manager’s Office Animal Services Division proposes to reestablish the Animal Services Operations Supervisor classification, which was abolished in 2017, and simultaneously revise the job class specification to reflect current industry standards and duties of the classification. Reinstating this position will provide formal supervision of staff and improve accountability, performance monitoring, and daily guidance; strengthen coordination between field and shelter operations; enhance customer service and internal workflows; and allow the Manager to focus on strategic initiatives, partnerships, and policy development, ultimately strengthening the shelter’s ability to effectively serve both animals and the community.

BACKGROUND

The classification of Animal Services Supervisor falls under the Service Employees International Union Local 1021 Maintenance and Clerical (SEIU-MC) bargaining unit. The City formally notified SEIU-MC of the proposed job class specification revisions and engaged in five meet-and-confer meetings to address the potential impacts. These discussions resulted in a mutual agreement on the proposed changes.

The proposed salary is set 5% above the Senior Animal Control Officer and is 16% above the mean and 17% above the median when compared to neighboring agencies including County of Alameda, Fremont, Hayward, Oakland, and City and County of San Francisco (the bargaining unit’s survey agencies as outlined in the memorandum of understanding).

The Personnel Board discussed and voted at its November 3, 2025 meeting to send the revised classification and pay scale to the City Council for approval.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The recommendation to reestablish the classification of Animal Services Supervisor will improve organizational structure, service delivery, and alignment with industry best practices.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Janelle Rodrigues, Director of Human Resources, (510) 981-6807.

Attachments:

1: Resolution

Reestablish and Revise Job Class Specification and Pay Scale – Animal Services Supervisor (formerly Animal Services Operations Supervisor)

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Exhibit A to Resolution: Proposed Job Class Specification and Pay Scale –
Animal Services Supervisor

RESOLUTION NO. ##,###-N.S.

APPROVING REESTABLISHMENT AND REVISION OF JOB CLASS SPECIFICATION AND PAY SCALE OF ANIMAL SERVICES SUPERVISOR (FORMERLY ANIMAL SERVICES OPERATIONS SUPERVISOR)

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, job specifications are foundational components of the City's Classification and Compensation plan; and

WHEREAS, the Human Resources Department revised the job class specification of Animal Services Supervisor with an hourly pay range of \$48.4266 - \$53.3904; and

WHEREAS, the Personnel Board recommended adopting the revised job class specification and pay range for Animal Services Supervisor at its November 3, 2025, meeting; and

WHEREAS, employees who work in the classification of Animal Services Supervisor will be considered non-exempt under the Fair Labor Standards Act (FLSA); and

WHEREAS, the job classification of Animal Services Supervisor is represented by Service Employees International Union Local 1021, Clerical Chapter; and

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the classification for Animal Services Supervisor is reestablished with a job specification and pay range as shown in Exhibit A, effective January 20, 2026.

BE IT FURTHER RESOLVED that the Animal Services Supervisor classification has an hourly pay scale of \$48.4266 - \$53.3904 distributed across three steps:

Step 3	Step 4	Step 5
\$48.4266	\$50.8480	\$53.3904

Exhibits

A: Animal Services Supervisor – Job Class Specification and Pay Scale

CITY OF BERKELEY
ANIMAL SERVICES SUPERVISOR

Class Code XXXX
Pay Scale: \$48.4266 - \$53.3904 Hourly
Established Date: December 1, 1988
Reestablished Date: January 20, 2026

DEFINITION

Under general direction, supervises, organizes, assigns, and reviews the work of animal and services personnel in accordance with state and local codes, laws, and ordinances; responds to public inquiries and complaints; maintains records; performs related work as assigned.

CLASS CHARACTERISTICS

This is a first-line supervisory classification responsible for overseeing both field and shelter animal services personnel in daily operations of animal control and shelter services, including enforcement of animal-related laws and ordinances, and humane care and sheltering of a variety of animals. This class is distinguished from Animal Services Manager which has overall program planning and administration responsibilities for the entire division.

EXAMPLES OF ESSENTIAL FUNCTIONS

The essential functions outlined in the classification represent the fundamental requirements and primary purpose of the classification. Duties are illustrative of the essential functions of the classification intended to describe the general nature and level of work performed and are not intended to be an exhaustive list of duties that may be assigned. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

1. Organizes, schedules, assigns and reviews daily work of the Animal Services Assistants, Animal Control Officers, the Volunteer Coordinator, and/or front desk staff; adjusts schedules and areas of assignment based on daily staffing.
2. Oversees and helps manage the animal population, including assessing animals for adoption, monitoring for stress and deterioration, working with the clinic to monitor the animal's overall health, making euthanasia recommendations to the Manager, and approving or denying adoptions that require supervisory approval or adoptions where the staff members do not feel comfortable moving forward with the adoption.
3. Coordinates with external agencies including, but not limited to, law enforcement, veterinary and animal welfare professionals, local health departments, District and City Attorney's Offices, and the California Department of Public Health to provide assistance and prepare cases for prosecution and prevent and contain

the spread of infectious, animal-borne diseases through proactive education and intervention strategies.

4. Responds to public requests for shelter or operational related information and complaints; engages in proactive community outreach by building trusted relationships with the public, identifying and supporting at-risk pet owners, assisting individuals in crisis, and treating all people with empathy and compassion.
5. Maintains accurate records and prepares periodic or special reports regarding animal services activities, including animals euthanized, adopted, or returned to owners, and contract services provided to other jurisdictions; ensures the correct recordkeeping of animals and people in the animal management software system.
6. Provides technical expertise, guidance, and ongoing mentorship to ~~field and shelter~~, field services, shelter, and animal control personnel, and oversees performance and evaluation for subordinate staff.
7. Refers major non-routine problems to the manager.
8. Assists in the selection, training, and performance appraisal of employees; prepares documentation of disciplinary problems ~~training~~ of employees; conduct regular team meetings, including weekly briefings and monthly reviews, to align staff with departmental goals, enhance communication, and track progress.
9. Assists in long-term planning of division activities; assists the public at the counter, including collecting fees, processing paperwork for release or adoption of animals, conducting facility tours, and maintaining positive public relations.
10. Represents the division on animal services contract matters.
11. Provides support and supervision of Animal Control Officers and field operations in the absence of the Senior Animal Control Officer.
12. Monitors and orders supplies required for division operations; oversees vehicle and equipment maintenance to ensure operational readiness, safety, and adherence to established protocols; promotes and enforces safe work practices to ensure staff safety.
13. Evaluates and recommends revisions to operations, policies, and procedures.
14. Participates in shelter and operational activities when required; performs euthanasia of animals when required ~~and~~ at the direction of the Manager.
15. Patrols or assigns Animal Control Officers to patrol assigned areas, issues citations for violations of applicable regulations, and testifies in court as necessary.
16. Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild, or diseased animals; investigates animal bites, conducts interviews, completes all necessary forms, attends animal-related hearings, and acts as quarantine officer when assigned.
17. Handles reported cases of abuse, cruelty, and other criminal activity; provides explanations to the public regarding state, and local laws, codes, and ordinances relating to the responsibilities of the Animal Care Services, including licensing and vaccination requirements.
18. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of effective supervision, including staff assignment, scheduling, training, coaching, performance evaluation, and discipline.
2. Laws, ordinances, regulations, and codes related to animal control, rabies control, dangerous animals, licensing, animal cruelty, and other relevant legal enforcement activities.
3. Principles and practices of animal control, animal law enforcement, humane animal care, and shelter operations, including animal health, behavior assessment, and placement.
4. Safe and humane methods for handling, capturing, transporting, housing, and euthanizing animals, including the use of specialized equipment and restraint techniques.
5. Public health concerns related to animals, including zoonotic disease recognition, prevention, and response.
6. Safety regulations, safe work practices, and protective equipment related to shelter and field operations.
7. Investigative techniques used in animal control and cruelty/neglect investigations, including documentation and case preparation.
8. Procedures for effective public engagement, education, de-escalation, and conflict resolution during stressful or emotionally charged situations.
9. Operational needs of shelter facilities, including cleaning protocols, inventory, vehicle and equipment maintenance, and emergency response.
10. Use of animal management software systems for accurate documentation of animals, people, and shelter/field activity.
11. Basic budgeting principles and purchasing procedures.
12. Community engagement strategies to promote responsible pet ownership, return-to-owner practices, and support for underserved populations.

Skill in and Ability to:

1. Organize, schedule, assign, and review the work of shelter and field staff, including Animal Control Officers, Animal Services Assistants, and administrative personnel.
2. Lead teams effectively through change, crisis, and day-to-day operations while promoting accountability and high performance.
3. Deal tactfully, patiently, and effectively with the public in person and on the telephone under hostile, emotional, or emergency conditions.
4. Assess animal health and behavior and making effective decisions regarding handling, treatment, disposition, or euthanasia of animals.
5. Handle, capture, and restrain animals safely, humanely, and confidently in stressful or emergency situations.

6. Administer euthanasia by lethal injection in a legal and humane manner, at the direction of the Manager.
7. Investigate complaints and violations thoroughly and objectively and prepare documentation and reports for possible prosecution.
8. Prepare clear, accurate, and concise records, reports, correspondence, and procedural documents.
9. Use independent judgment and initiative to prioritize tasks, resolve operational issues, and adapt to rapidly changing situations.
10. Interpret and apply relevant laws, codes, policies, and procedures related to animal services operations.

MINIMUM QUALIFICATIONS

A typical way of gaining the knowledge, skills, and abilities outlined above is:

Education

High school graduation or equivalent.

Experience

Three (3) years of journey-level experience, with one (1) year of lead supervisory experience, in animal control, animal law enforcement, and shelter operations.

Licenses, Certifications, and Other Requirements

1. Must possess a valid California driver's license and have a satisfactory driving record.
2. Must possess and maintain certification as a California Certified Animal Control Officer (CACO).
3. Completion of California Penal Code Section 832 Arrest, Search, and Seizure Course (non-handgun).
4. Must obtain and maintain training certification in the administration of euthanasia in accordance with California Code of Regulations Title 16 § 2039 - Sodium Pentobarbital/Euthanasia Training within one (1) year of appointment.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

1. Frequently walk, stand, sit, kneel, squat, and twist and bend at the waist.
2. Frequently speak and hear well enough to communicate in person and over the telephone.
3. Frequently hear heart and lung sounds and measure blood pressure with or without corrective devices.
4. Frequently read standard text, fine print, various handwritings, and view a computer monitor.

5. Frequently use manual dexterity to handwrite, use a computer keyboard, manipulate equipment dials.
6. Frequently perform daily tasks with independent body mobility, agility, and stamina sufficient to stand, or sit, walk, stoop, and bend routinely for prolonged periods.
7. Frequently operate equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard.
8. Frequently independently reason and analyze data, and to reach objective conclusions.
9. Frequently work under stressful conditions, deadlines, and competing priorities.
10. Frequently work with other individuals successfully and collaboratively.
11. Frequently lift up to 50 pounds.
12. Frequently travel to various locations within and outside the City of Berkeley to meet program needs and to fulfill the job responsibilities.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The City of Berkeley is committed to diversity, equity, inclusion, and providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). While performing the duties of this job, the employee is regularly exposed to office and animal care environments, including kennels, outdoor areas, clinical spaces, and occasionally in the field. Duties involve exposure to excessive noise, strong or unpleasant odors, animal urine, feces, blood, and other bodily fluids, as well as chemical agents such as disinfectants and euthanasia solutions. The position requires both independent work and collaboration with others and may involve shifts, weekends, holidays, emergency response, field assignments, and alternative schedules.

CLASSIFICATION HISTORY

FLSA Status: Non-Exempt

Bargaining Unit: Service Employees International Union Local 1021 Maintenance and Clerical (SEIU-MC)

Established: January 20, 2026 (Reestablished)

Revisions: January 20, 2026 (Revised minimum qualifications, updated duties)

