



Office of the City Manager

CONSENT CALENDAR

July 30, 2024

To: Honorable Mayor and Members of the City Council

From: LaTanya Bellow, Interim City Manager

Submitted by: Aram Kouyoumdjian, Director of Human Resources

Subject: Establish Classification and Salary – Veterinarian

RECOMMENDATION

Adopt a Resolution establishing the job class specification and salary of Veterinarian with an hourly salary range of \$71.5295 - \$86.9445.

FISCAL IMPACT

If staffed as a full-time career classification, the proposed hourly range of \$71.5295 - \$86.9445 (\$148,781.27 - \$180,844.56 annually) will have a fiscal impact of approximately \$259,682.82 - \$315,646.10 when full benefits are applied.

CURRENT SITUATION AND ITS EFFECTS

The Neighborhood Services Division and the Human Resources Department identified the need for the new job class of Veterinarian to provide medical care and treatment of animals at the animal shelter, including the performance of in-house surgeries, and to serve as an expert on veterinary issues. This class will be assigned to the Animal Services Program and will report to the Animal Services Manager who has planning and administrative responsibilities for the entire Program.

BACKGROUND

The City's animal shelter houses domestic animals from the cities of Berkeley, Albany, Emeryville, and Piedmont, and provides adoption services, advice on animal-related topics, lost and found pet reports, and free or low-cost spay/neuter vouchers for Berkeley dogs and cats. Currently, the City's veterinary care and treatment services are provided by a contracted veterinarian, working 24 hours a week, three days a week. Surgeries are performed at the City's shelter and at contracted high volume spay/neuter clinics.

The addition of the Veterinarian classification that will be available to work five days a week will allow for the examination of all animals prior to their adoption or release, as well as the performance of more in-house surgeries, thereby reducing the need for outside clinics and veterinary hospitals which come at a higher cost.

The recommended hourly salary range of \$71.5295 - \$86.9445 is within the market mean and median of comparable veterinarian classifications of cities/counties in the Bay Area, as well as internal City classifications which are at a similar level of responsibility and complexity.

The new classification was approved by the Personnel Board at its meeting of July 8 by unanimous vote.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RATIONALE FOR RECOMMENDATION

The new classification of Veterinarian will provide medical care and treatment of animals at the animal shelter to support the City's Animal Services Program.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

ATTACHMENTS

1: Resolution

Exhibit A: Veterinarian – Job Class Specifications and Salary Range

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

NEW JOB SPECIFICATIONS AND SALARY RANGE FOR VETERINARIAN

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 developed job specifications for the Veterinarian classification with an hourly salary range of \$71.5295 to \$86.9445; and

WHEREAS, the Personnel Board recommended on July 8, 2024 to adopt the new job specifications and salary range for the Veterinarian class;

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the classification for Veterinarian is established with a salary range and classification as shown in Exhibit A, effective July 30, 2024;

BE IT FURTHER RESOLVED that the Veterinarian classification have an hourly salary range of \$71.5295 to \$86.9445 over five (5) salary steps:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
\$71.5295	\$75.1059	\$78.8612	\$82.8043	\$86.9445

Exhibit A:
Veterinarian – Job Class Specifications and Salary Range

EXHIBIT A

CITY OF BERKELEY VETERINARIAN

Class Code: XXXX
Bargaining Unit: Unrepresented Classification
Established Date: July XX, 2024

SALARY RANGE
\$71.5295 - \$86.9445 Hourly
\$5,722.36 - \$6,955.56 Biweekly
\$12,398.44 - \$15,070.38 Monthly
\$148,781.27 - \$180,844.56 Annually

DESCRIPTION:

DEFINITION

Under general direction, provides medical care and treatment of animals at the animal shelter; examines, diagnoses, and performs routine and emergency treatment for impounded animals; performs in-house surgeries, including spay/neuter surgery on animals prior to adoption; oversees the vaccination program against contagious and infectious diseases of animals commonly found in shelters; and serves as an expert and provides advice to management, staff, and the public on veterinary issues.

CLASS CHARACTERISTICS

The Veterinarian provides a full range of professional veterinary medical services for animals at the shelter and advises/educates staff and the community on veterinary issues. It is distinguished from Registered Veterinary Technician in that the latter assists with providing paraprofessional medical care and treatment to animals in the shelter and does not have the level of education and medical training required to perform surgery, provide diagnosis and prognosis of animal diseases, or the ability to prescribe drugs. The Veterinarian reports to the Animal Services Manager who has program planning and administrative responsibilities for the entire Animal Services Program.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. 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, is similar or closely related to another duty statement, or a logical assignment to the classification.

1. Performs routine physical examinations and basic or emergency medical treatment including surgery of common and exotic impounded animals and abandoned/rescued wildlife;
2. Oversees vaccination program against rabies and other zoonotic diseases, distemper, parvo, upper respiratory infection, and diseases common to canines, felines, and other animals found in shelters;
3. Oversees the maintenance of documents and detailed records related to shelter animals, supplies, and drugs to ensure accurate medical recordkeeping and the use and inventory of drugs;

4. Provides direction and instruction on animal care and medical treatment of shelter animals to medical staff and volunteers at the shelter;
5. Supervises the work performed by the Registered Veterinary Technician or other assigned staff;
6. Oversees the maintenance, ordering, and use of supplies, equipment, and controlled substances;
7. Discusses specific medical cases with management and provides advice on animal-related topics that affect policies and procedures, animal health and public information programs, medical and disease prevention standards and procedures, and animal health care practices to maintain compliance;
8. Interacts with the public that visit the shelter for adoptions and medical procedures by explaining post-surgery care and possible complications;
9. Performs spay/neuter surgeries prior to adoption or as determined to comply with Berkeley Municipal Code and the control of animal overpopulation;
10. Performs non-spay/neuter surgeries that can be done in-house without a veterinary specialist for timely care of animals;
11. Conducts medical rounds and medical evaluations of animals in the shelter to determine the correct treatment plan for each animal;
12. Participates in animal welfare/cruelty and other animal-related police/control investigations by performing necropsies for evidence collection, documenting pathological findings, preparing written veterinary statements, or testifying in court/legal proceedings;
13. Performs humane euthanasia of animals that sustained life-threatening injuries or displayed insurmountable behavioral issues in accordance with established protocols;
14. Triage rescued and injured wildlife to determine treatment and next steps, including their release, rehabilitation, or euthanasia; and
15. Consults with outside veterinarians and public agencies regarding medical treatment of animals and the prevention and control of animal-related diseases and outbreaks.
16. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

Knowledge of:

1. Current veterinary practices, treatment, prevention, control, surgical procedures and care for a wide range of animals;
2. High-quality spay and neuter techniques and veterinary forensics;
3. Fundamental principles and methods of clinical diagnosis;
4. Modern techniques for treating various animals for common diseases and injuries;
5. Physical and behavioral characteristics of domestic animals;
6. Methods, tools, equipment, and materials used in animal care;
7. Safety regulations and safe work practices;
8. Principles and practices of employee supervision and development;
9. Bacteriology, pathology, serology, and other veterinary lab processes; and
10. Federal, State, and municipal animal health laws and regulations governing the impounding, releasing, and euthanasia of animals.

Skill and Ability to:

1. Examine, diagnose, treat, and perform routine and emergency medical treatment of impounded and rescued animals;
2. Physically handle and examine a wide range of animals, including aggressive and feral animals;
3. Perform high quality animal surgeries;
4. Analyze situations and exercise good judgment to take appropriate action and reach sound conclusions;
5. Supervise, train, and evaluate assigned staff;
6. Communicate effectively and tactfully with others, orally and in writing;

7. Advise and guide others on animal health care practices and veterinary issues;
8. Establish and maintain effective relationships with others, including management, shelter employees, volunteers, and the public;
9. Operate medical equipment, surgical tools, and instruments, such as anesthesia machine, cauterizer, and autoclave to perform surgeries and provide routine care of animals; and
10. Operate office computers and equipment to maintain accurate recordkeeping and to write reports and correspondence.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to a Doctorate in Veterinary Medicine from an accredited college or university and one (1) year of experience in the diagnosis and treatment of animals in a clinical setting, private practice, or animal shelter, including the performance of surgery.

LICENSE:

Possession of a valid license to practice veterinary medicine issued by the State of California Veterinary Medical Board.

OTHER REQUIREMENTS

Possession of a valid Drug Enforcement Administration (DEA) license to dispense and administer controlled substances.

Possession of the California Veterinary Medical Board premise permit.

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license and a satisfactory driving record.

Must be willing to respond to emergency animal services assignments during off-duty hours.

Must be medically fit to work with animals and be able to lift and carry up to 50 pounds.

Must be willing to work in an environment exposed to noise, animal waste, cleaning and disinfecting chemicals, heat, fumes, and other airborne irritants.

CLASSIFICATION HISTORY

Classification Code: XXXX

Classification Established: July XX, 2024

FLSA Status: Exempt

Representation Unit: Unrepresented

Probationary Period: 1 year

Workers' Comp Code: 8810