

Animal Shelter Personnel Justification 2022

Administrative Assistant:

Currently the shelter has two Part-Time Administrative Assistant positions. Position #1 consistently works 64 hours per pay period. This has been the case since early 2019. This amount of hours worked qualifies this position for APERS & Health Insurance. Position # 2 works 16 hours per pay period.

I would like to request making Position #1 into a full time position. Since this position already works enough hours to qualify for APERS (1008) & Health Insurance (1009) and both of these categories (1008 & 1009) are currently figured into my 2021 budget the overall cost is minimal.

I have reduced my Part-Time Salaries line item (1002) by a total of \$24,149.00. According to Comptroller Worthen's office the impact to full-time Salaries line item (1001) would be \$35,093.00 for a total budgetary increase of \$10,944.00. If the Administrative Assistant position is approved, the position would be added to the salary tab, and drop the part-time budget by the amount allocated for the Administrative Assistant.

Having this position as full-time will allow me to utilize the position to best suit the needs of the shelter especially during times of sickness and vacation for other Full Time Office Personnel.

Kennel Attendants:

COVID-19 & 2020 has brought and continues to bring many challenges to the shelter. Prior to March 2020, the shelter utilized County and State inmate labor programs. This allowed for 5 lady residents from the Department of Community Corrections to work Monday through Friday a total of 9 hours per day. The Washington County Detention Center provided 2-5 work release personnel to work Saturday and Sunday for an average of 3-4 hours each day. (morning cleaning only). The primary duties of both groups was cleaning of the shelter, walking dogs, dishes, & laundry. Leaving my crew to oversee the cleaning, do intakes on new incoming animals, behavior assessments, work the spay/neuter clinic, and handling the dangerous animals being housed at the shelter.

In March 2020 both programs were suspended and to date, neither program has returned and I'm being told by both facilities it is unknown as to when the suspension will be lifted.

In order to resume assisting the same number of County citizens with animal related issues I am requesting the addition of two part-time Kennel Assistant positions. Each Kennel Assistant will work a total of 48 hours each pay period, for a total budgetary increase of \$41,866.00

The ultimate goal is to bring back the inmate labor programs which is why I am requesting these position be part-time. Once the inmate labor returns the positions will be terminated and any unused budgeted salaries will be returned to General Fund.