

Kenton County Animal Services Department FY23

Need

The need to reorganize the Kenton County Animal Services Department is:

1. To address the increased need for medical assistance within the shelter.
2. To decrease overtime and burnout for shelter staff while increasing open hours to serve the community.
3. To improve public safety and address animal behavior concerns within the shelter.

How

1. Establish one part-time veterinary assistant at Grade 3 (\$17.00-\$21.20).

PT Veterinary Assistant	\$ 21,216
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2. Add one full-time Shelter Technician at Grade 2 (\$15.35-\$18.41)

FT Shelter Technician	\$ 33,280
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3. Establish one full-time Animal Behavior Coordinator at Grade 3 (\$17.00-\$21.20).

FT Animal Behavior Coordinator	\$ 37,440
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Reduced Overtime Costs (80% Reduction)	(\$20,388)
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Net total for all positions impacted by Reorganization	\$ 71,548
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Costs

Short term: The annual net cost for these positions is expected to be approximately \$71,548 exclusive of benefits.

Long term: The long term costs would be similar to the short term costs only accentuated over time.

Existing and/or Proposed Personnel

The Veterinary Assistant would be a new position that reports to the Veterinary Technician. The Shelter Technician and Behavior Coordinator would be new positions that report to the Shelter Manager.



Animal Services FY23

Personnel changes

ANIMAL CONTROL/SHELTER (5172) Part-time Vet Assistant (Grade 2) \$17/hr

- Minimize overtime from LVT, allow tasks to be delegated to the appropriate roles (the LVT ends up taking on a lot of tasks that someone without that certification could take on, but as our only medical staff it ends up on their plate).
- Cover LVT's off days

ANIMAL CONTROL/SHELTER (5172) Full-time Behavior Coordinator (Grade 3) \$18/hr

- Allow for every dog to be assessed before being available for adoption
- Increase safety for staff, volunteers, and adopters
- Tasked with creating handling protocols and training staff on canine behavior basics
- Ongoing and tiered handling levels for staff and volunteers for increased safety.
- Provide post-adoption support for adopters

ANIMAL CONTROL/SHELTER (5172) Full-time Shelter Technician (Grade 2) \$16/hr

- Would allow phones to be answered in the morning (relieving Shelter Manager from morning cleaning and therefore could answer the phones)
- Open 7 days a week
Weekdays 12-6pm, weekends 11am-4pm
- Move to four 10-hour shifts (actually scheduled 37.5 hours for full time to accommodate overtime) to decrease overtime, increase time for morning cleaning, adequate time to take lunches and allow a 30-minute buffer at end of day (after close) to finish closing tasks. Currently it's rare (if ever) to have any staff leave on time.

VETERINARY ASSISTANT

GENERAL NATURE OF WORK

This is skilled and semi-skilled work involving knowledge of animal health in an Animal Shelter. An employee in this class is responsible for providing animal care; recognizing, preventing, and addressing illness, injuries, and disease in an animal shelter under the direction of the Licensed Veterinary Technician, licensed veterinarian and the Director or Assistant Director.

Provides technical assistance in the performance of animal health care duties. Duties are performed under standard supervision from the LVT.

EXAMPLES OF DUTIES

- Prepares, assists, and recovers shelter animals for surgery.
- Provides care and treatment for animals in isolation areas as directed.
- Prepares and administers medications as directed.
- Maintains accurate, objective, and thorough records.
- Maintains equipment, building, and grounds in a clean and orderly condition and reports needed repairs to the supervisor.
- Remain proactive and enthusiastic on continuing education on shelter medicine and industry best practices.
- Regularly document medical observations and escalate to supervisor as needed.
- Uses suitable equipment and discretion to safely handle animals as needed.
- Assists in answering in-person and phone inquiries and solving problems as necessary.
- Assists with the intake of animals, including administering vaccinations and other routine medical treatments.
- Assists the Registered Veterinary Technician (RVT) with performing blood-draws.
- May assist with euthanasia for incurable and unadoptable animals when all other resources have been utilized.
- Assist in shelter as available and as needed.
- Other tasks/duties as needed.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to make sound judgments and work independently in a fast-paced environment with demonstrated ability to juggle competing tasks and demands.
- Ability to foster a cooperative, encouraging and positive work environment with staff and volunteers.
- Flexibility with daily tasks as well as hours depending on operational needs.
- Basic understanding of animal body language and behavior.
- Basic knowledge on how to utilize appropriate restraint.
- Knowledge and use of exceptional customer service techniques.

- Knowledge of safe work practices and ability to apply them in work day situations.
- Ability to work effectively on a daily basis with limited supervision.
- Communicate effectively, both orally and in writing.
- Ability to comprehend basic written or verbal directives and perform directed tasks.
- Work efficiently in high demand, stressful situations.
- Ability to multitask effectively.
- Basic math, reading and writing skills.

DESIRABLE TRAINING AND EXPERIENCE

- Graduate of a standard high school or equivalent.
- Experience in an animal shelter, veterinary office, animal boarding facility, or similar

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid motor vehicle operator's license.
- Be available to work overtime as needed or required.

PHYSICAL REQUIREMENTS

- Must be able to lift eighty (50) pounds or more to a height of four (4) feet or more.
- Must be able to work extended periods of time using regular or powered hand tools and hand tools such as hammers, wrenches, brooms and mops, hoses, etc.
- Must be able to work in confined spaces.
- Must be able to stand and/or walk for extended periods of time.
- Eye sight must be correctable to 20/20 vision.
- Hearing must be within a normal acceptable range of 20-25 with or without a hearing aid.
- 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.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all inclusive statement of job duties, requirements, or responsibilities.

Employee Signature

Date

Supervisor

Date

ANIMAL SHELTER TECHNICIAN

GENERAL NATURE OF WORK

This is skilled and semi-skilled work involving the maintenance, disease control, and care of the animal in the custody of the county animal shelter. An employee in this class is responsible for assisting in the operation of the animal shelter including performing manual tasks to maintain the building and grounds in a clean and orderly condition. Duties are performed under standard supervision.

EXAMPLES OF DUTIES

- Maintains accurate and thorough records.
- Maintains equipment, building, and grounds in a clean and orderly condition and reports needed repairs to the supervisor.
- Feeds and cares for animals in care.
- Sells and registers pet licenses.
- Uses suitable equipment and discretion to safely handle animals as needed.
- Assists in answering in-person and phone inquiries and solving problems as necessary.
- Assists with the intake of animals, including administering vaccinations and other routine medical treatments.
- Assists the Licensed Veterinary Technician (LVT) with administering medications and performing blood-draws.
- Assists the public with the recovery of lost pets by completing lost reports, checking found reports, and making additional recommendations on recovery.
- Assists the public in choosing a pet for adoption and accurately completing adoption documentation.
- Assists in opening and closing animal shelter including totaling and balancing receipts.
- Assists in conducting educational tours of the shelter.
- May assist with euthanasia for incurable and unadoptable animals when all other resources have been utilized.
- Performs related duties as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work well alongside coworkers and the community.
- Communicate effectively, both orally and in writing.
- Knowledge and use of exceptional customer service techniques.
- Ability to comprehend basic written or verbal directives and perform directed tasks.
- Work efficiently in high demand, stressful situations.
- Ability to multitask effectively.

Animal Shelter Technician

- Basic math, reading and writing skills.
- Knowledge of safe work practices and ability to apply them in workday situations.
- Ability to work effectively on a daily basis with limited supervision.

DESIRABLE TRAINING AND EXPERIENCE

- Graduate of a standard high school or equivalent.
- Experience in the care and keeping of small animals; or any combination of training and experience that provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS

- Be available to work overtime as needed or required.

PHYSICAL REQUIREMENTS

- Must be able to lift eighty (80) pounds or more to a height of four (4) feet or more.
- Must be able to work extended periods using regular or powered hand tools and hand tools such as hammers, wrenches, brooms and mops, hoses, etc.
- Must be able to work in confined spaces.
- Must be able to stand and/or walk for extended periods.
- Eyesight must be correctable to 20/20 vision.
- Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.
- 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.
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Employee Signature

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Supervisor

Date

CANINE BEHAVIOR COORDINATOR

GENERAL NATURE OF WORK

This is skilled and semi-skilled work involving the care and assessment of animals in custody. An employee in this class is responsible for assisting in the operation of the animal shelter including routine handling of animals, standardized assessments, and post-adoption support for members of the community. Duties are performed under standard supervision.

EXAMPLES OF DUTIES

- Provides both mental and physical enrichment to the dogs in KCAS' care, including leading playgroups and behavioral assessments, providing behavioral and environmental enrichment, socialization, and behavior modification.
- Maintains accurate, objective, and thorough records.
- Maintains equipment, building, and grounds in a clean and orderly condition and reports needed repairs to the supervisor.
- Work collaboratively with leadership on creating and implementing enrichment strategy.
- Lead playgroups daily: learn safe management techniques for monitoring play sessions and coach Shelter Technicians through the process including safety tools and protocols.
- Work with shelter staff and volunteers to identify particular animals that may need ongoing behavioral support to ensure safety for staff, volunteers, and the public.
- Collaborate with and offer support to other departments to ensure animals' success and team safety.
- Provide post-adoption support for Kenton County residents who are encountering difficult in-home behaviors from adopted dogs.
- Create and implement an assessment plan in collaboration with leadership to ensure all canines are assessed for behavior before being eligible for adoption.
- Clean up after animals as needed. This includes picking up after dogs during walks, spot cleaning kennels as needed, and cleaning of the play yard and all enrichment supplies.
- Remain proactive and enthusiastic on continuing education on animal behavior and industry best practices.
- Regularly document animals' progression throughout the stay by keeping accurate written records to identify what was done each day for each animal and to monitor progress.
- Record training session in Shelter Buddy
- Update records as new information becomes available.
- Participate in regular team meetings to discuss animals' behavioral status and overall prognosis in shelter and out.
- Uses suitable equipment and discretion to safely handle animals as needed.

- Assists in answering in-person and phone inquiries and solving problems as necessary.
- Assists with the intake of difficult animals, including administering vaccinations and other routine medical treatments.
- Assists the Registered Veterinary Technician (RVT) with administering medications and performing blood-draws for difficult animals.
- May assist with euthanasia for incurable and unadoptable animals when all other resources have been utilized.
- Assist in shelter as available and as needed.
- Other tasks/duties as needed.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to make sound judgments and work independently in a fast-paced environment with demonstrated ability to juggle competing tasks and demands.
- Ability to foster a cooperative, encouraging and positive work environment with staff and volunteers.
- Flexibility with daily tasks as well as hours depending on operational needs.
- Must be able to handle all types and breeds of dogs with varying behaviors and energy levels, including those showing fearful and aggressive behaviors.
- Basic knowledge of learning theory and positive reinforcement/reward-based training.
- Strong understanding of canine body language and behavior.
- Basic knowledge on how to utilize appropriate training tools to assist in behavior modification.
- Knowledge and use of exceptional customer service techniques.
- Knowledge of safe work practices and ability to apply them in work day situations.
- Ability to work effectively on a daily basis with limited supervision.
- Communicate effectively, both orally and in writing.
- Ability to comprehend basic written or verbal directives and perform directed tasks.
- Work efficiently in high demand, stressful situations.
- Ability to multitask effectively.
- Basic math, reading and writing skills.

DESIRABLE TRAINING AND EXPERIENCE

- Graduate of a standard high school or equivalent.
- Experience in canine handling, ideally in a shelter environment.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid motor vehicle operator's license.
- Be available to work overtime as needed or required.

PHYSICAL REQUIREMENTS

- Must be able to lift eighty (50) pounds or more to a height of four (4) feet or more.
- Must be able to work extended periods of time using regular or powered hand tools and hand tools such as hammers, wrenches, brooms and mops, hoses, etc.
- Must be able to work in confined spaces.
- Must be able to stand and/or walk for extended periods of time.
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