

## **Response to Questions on the FY 2008 Advertised Budget Plan**

**Request By:** Supervisor Hyland

**Question:** Please provide the cost of an additional administrative assistant position for animal services.

**Response:** The annual cost to provide an additional 1/1.0 SYE Administrative Assistant II position for Animal Services is \$54,496, including \$38,518 in Personnel Services, \$5,000 in Operating Expenses and \$10,978 in Fringe Benefits. The initial contact the public has with the Animal Shelter is the front desk. The additional position would enable an increased level of accountability in cash handling functions of the animal adoption process, provide increased customer service and staffing support during peak times of visits to the shelter, and increase the efficiency of Animal Shelter operations by reducing the workload volume of existing staff which currently results in large lines and long public wait times.