

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Conversion of Two Part-Time Animal Control Positions into One Full-Time Position

DATE: 10/2/2025

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL- No effect on current budget

() OTHER

CAPITAL- No effect on current budget

COMMISSION ACTION REQUESTED ON: October 20, 2025

PURPOSE: To request approval for the reallocation of two existing part-time Animal Control positions into one full-time position, with no increase to the department's overall budget.

BACKGROUND / HISTORY:

- The Animal Control Department has operated with two vacant part-time positions for over a year.
 - Despite repeated efforts, the department has been unable to recruit qualified candidates for these roles.
 - The positions offer no benefits and require physically demanding, high-risk work — making them uncompetitive in the current labor market.
-
-

FACTS AND ISSUES:

- Combining the two part-time positions into one full-time role would improve recruitment and retention by offering a more attractive employment package.
 - This change is expected to result in better customer service through improved staff availability and responsiveness.
 - It will also benefit the animals by ensuring more consistent care and supervision.
 - There would be no increase in the department's budget as the funding for both part-time roles would fully support the full-time equivalent.
 - The current staffing shortage has required the Animal Control Director (a salaried employee) to cover shifts on evenings, weekends, and holidays in order to avoid overtime costs for hourly staff.
 - This adjustment would provide better coverage, reduce over-reliance on salaried staff, and enhance operational stability without additional cost to the county.
-
-

OPTIONS:

- 1) Approve the recommendation to convert two part-time positions into one full-time position
 - 2) Deny the recommendation and maintain current staffing structure
 - 3) Propose an alternative staffing solution
-
-

RECOMMENDED SAMPLE MOTION

“Motion to approve the conversion of two part-time Animal Control positions into one full-time position.”

DEPARTMENT:

Prepared by: Madi Nix

Director: Madi Nix

**ADMINISTRATIVE
COMMENTS:**

_____ **DATE:** _____

County Manager
