



THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

3-9-84

ANIMAL CARE TECHNICIAN, 4310  
ANIMAL CARE TECHNICIAN SUPERVISOR, 4313

Summary of Duties: Does work in the receiving, care, and disposition of animals in City animal shelters; or supervises and works with Animal Care Technicians in performing such work; and does related work.

Distinguishing Features: The primary responsibility of employees in these classes is the care of animals impounded at City animal shelters including mammals, birds, and reptiles. An Animal Care Technician does routine work, follows specific instructions or established procedures, and refers unusual questions or problems to the supervisor.

An Animal Care Technician Supervisor is a working supervisor in charge of animals and facilities at a City shelter. An Animal Care Technician Supervisor supervises operations in accordance with the instructions and policies of the District Supervisor Animal Regulation, and personally performs the more responsible work. Employees of these classes are exposed to hazards in the care of injured, sick, rabid, or dangerous animals.

Examples of Duties: Animal Care Technician: Unloads animals from trucks and places them in proper cages, segregating them by species, sex, size, age, temperament, and the need for special treatment; feeds and waters animals, some of which are diseased or dangerous; shows impounded animals to the public; reports illness or unusual behavior of animals; assists in destroying diseased or surplus animals by approved methods; removes heads from dead animals suspected of having rabies for laboratory analysis by the Health Department; disinfects, cleans, and makes minor repairs to kennels; cages, facilities, and buildings; cares for the grounds at an animal shelter; assists in giving first aid and emergency medical treatment to diseased and injured animals and calls the Department veterinarian or Veterinarian Assistant or an outside veterinarian when needed; assists the Department veterinarian or Veterinarian Assistant in the treatment of animals; explains laws, ordinances, and regulations pertaining to the impounding; redemption, purchase, licensing, care, and disposition of animals to the public; drives a light truck in making emergency animal pickups; may clean motor vehicles; may assist in the repair of shelter facilities; may act for the Animal Care Technician Supervisor in the latter's absence; and may be assigned other duties for training purposes or to meet emergencies.

Animal Care Technician Supervisor: Supervises and works with Animal Care Technicians at an animal shelter; instructs and evaluates subordinates in the performance of their duties; makes daily animal counts; verifies right to custody and shelter authorization before releasing impounded animals; keeps routine records and makes reports; requisitions kennel supplies as needed; maintains inventory of shelter supplies and equipment; determines whether available surplus animals should be destroyed; determines maintenance needs of the shelter buildings, grounds, and facilities; issues supplies to field personnel as needed; and may occasionally be assigned other duties for training purposes or to meet emergencies.

Qualifications:

Knowledges:

	<u>Animal Care Technician</u>	<u>Animal Care Technician Supervisor</u>
Common breeds of dogs and cats;	General	Good
Habits, care, feeding, and shelter of various wild and domestic animals;	Good	Good
Laws, ordinances, and regulations concerning the impounding, care, and release of animals;		Good
Hazards and safety precautions involved in working with animals;	General	Good
Methods used to clean and disinfect animal shelters;		Good
Symptoms and first-aid treatment of common diseases and injuries of dogs and cats;		Working
City personnel rules, policies and procedures;		General
Principles and practices of supervision;		General
Laws and regulations related to equal employment opportunity and affirmative action;		General
Memoranda of understanding as they relate to subordinate personnel;		General

Animal Care Technician  
Animal Care Technician Supervisor - 4

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any individual position shall be.

. Animal Care Technician  
 Animal Care Technician Supervisor - 3

<u>Abilities:</u>	<u>Animal Care Technician</u>	<u>Animal Care Technician Supervisor</u>
Learn laws and ordinances concerning the care impounding and destruction of animals;	X	
Learn methods used to clean and disinfect animal shelters;	X	
Learn the symptoms and first-aid or emergency treatment for common diseases and injuries of dogs and cats;	X	
Understand and follow instructions;	X	X
Deal tactfully and effectively with the public;	X	X
Supervise and train subordinates and evaluate their effectiveness;		X
Keep routine records and make reports.	X	X

Six months of full-time paid experience in the care and maintenance of animals or successful completion of two animal health and/or animal care courses from a recognized college or university is required for Animal Care Technician.

Two years of full-time paid experience in the care of animals or the enforcement of animal regulation laws is required for Animal Care Technician Supervisor.

License: Both Classes: A valid California Driver's license is required.

Physical Requirements: Both Classes: Strength to perform heavy work, such as lifting animals of varying sizes and frequently lifting up to 50 pounds; back and leg coordination involved in activities such as stooping and crouching; and arm, hand, and finger dexterity involved in activities such as reaching and handling.