



CLASS SPECIFICATION

8-16-92

**ANIMAL CONTROL OFFICER, 4311
SENIOR ANIMAL CONTROL OFFICER, 4316**

Summary of Duties: An Animal Control Officer enforces State laws and City ordinances dealing with the care, treatment, licensing, and impounding of animals in an assigned area of the City. An employee in this class picks up sick, injured, stray, vicious, or unwanted animals. An Animal Control Officer makes humane investigations, permit inspections, issues citations, and makes arrests. An Animal Control Officer also keeps records and prepares reports which may be used as legal evidence, and does related work.

A Senior Animal Control Officer assigns, reviews, and evaluates the work of Animal Care and Control personnel doing the above work and may personally perform such work. An employee in this class uses sound supervisory rules and techniques to build and maintain an effective staff and satisfy affirmative action responsibilities. A Senior Animal Control Officer may be in charge of operating an animal shelter, and does related work.

Distinguishing Features: An Animal Control Officer spends much of the time in the field without close supervision. An employee in this class determines whether persons who keep animals are doing so according to State laws and City ordinances. An Animal Control Officer takes appropriate action to secure conformance to the law.

An Animal Control Officer picks up or traps sick, injured, stray, vicious, or unwanted animals during the regular course of duties. An employee in this class may destroy animals by any approved means including firearms. An Animal Control Officer has frequent dealings with the public on sensitive issues.

An Animal Control Officer may be rotated to the various assignments in the class. An employee in this class may impound animals on a full-time or as needed basis. An Animal Control Officer may be a wildlife officer to control wildlife in the City. An Animal Control Officer may also conduct humane educational programs for various organizations and the public.

An Animal Control Officer may act as a lead officer over other Animal Control Officers. An Animal Control Officer may be placed in charge of an animal shelter by the supervisor whenever he/she is absent or the shelter is closed to the public.

A Senior Animal Control Officer supervises and coordinates the activities of Animal
Distinguishing Features: (cont.)

Control Officers. A Senior Animal Control Officer may act as lead over other Senior Animal Control Officers. An employee in this class may be responsible for the complete day-to-day functioning of the animal shelter. This includes law enforcement, animal care, and licensing activities including issuing receipts and collecting revenues. When assigned field work, an employee in this class handles the more difficult permit inspections and humane investigations and the more dangerous animals.

As a bona fide supervisor, an employee in this class is different from a lead worker because a Senior Animal Control Officer performs the full range of supervisory activities. A Senior Animal Control Officer disciplines employees, resolves grievances, and rates employee performance.

Employees of both classes are Deputy City Clerks. They are exposed to a variety of hazards in the handling, transporting, and impounding of sick, injured, diseased, or vicious animals. The nature of the work requires exercise of caution and considerable tact.

Example of Duties: An Animal Control Officer:

- Picks up stray or unwanted animals and impounds them at a City animal shelter.
- Lifts or captures injured or sick animals and transports them to a City animal shelter or isolation facility.
- Investigates complaints of inhumane treatment of animals.
- Inspects premises which keep animals for commercial and non-commercial purposes.
 - Insures adequate precautions are taken to protect the public from the animals.
 - Insures that animals' food, water, sanitation, and housing are adequate.
 - Determines the number and types of domestic or wild animals that may be maintained at a facility.
 - Recommends whether to grant, deny, suspend, or revoke permits to keep such animals.
- Responds to complaints concerning wildlife.
 - Surveys areas where there is wildlife encroachment.
 - Selects the appropriate trapping method and site considering use of the area by persons and animals.
 - Meets with property owners to get permission to set traps.
 - Advises citizens about the use of traps and laws concerning trapping.
 - Maintains liaison with the State Fish and Game Commission concerning encroachment of wildlife in the Los Angeles area.
- Climbs over or crawls under houses, walls, and fences.
- Hikes over rugged terrain and walks up or down stairs.

Example of Duties: An Animal Control Officer: (cont.)

- Issues verbal and written warnings and citations for violations of animal regulation laws and ordinances.
- Questions person suspected of violating animal regulation laws and ordinances.
- Explains State laws, City ordinances, Department policies, and other topics, such as animal identification, behavior, and care to the public.
- Prepares and submits investigative reports, accident reports, daily reports, and activity reports.
- Occasionally destroys animals in the field by firearm or other approved method.
- May make arrests.
- May appear in court as an expert witness in animal related cases.
- May verify that dogs have licenses and have been inoculated against rabies.
- May issue applications, licenses and tags.
- May collect license and permit fees and issue receipts.
- May use computerized data base to enter or retrieve information, such as animal license, ownership, quarantine, or bite records.
- May be in charge of a district animal shelter at night or on weekends.

A Senior Animal Control Officer:

- Supervises and occasionally performs the more difficult parts of the above work.
- Prepares and maintains employee work schedules to assure adequate staffing for the service and maintenance of kennel facilities and the care of animals.
- Instructs subordinates in animal regulation laws, ordinances, and policies, and proper animal control techniques. .
- Gives employees equal employment/affirmative action information.
- Selects, orients, assigns, trains, counsels, and disciplines employees using job-related criteria.
- Helps employees prepare for promotion as described in the City's Affirmative Action Program.
- Conducts regular staff meetings and training sessions.
- Makes recommendations on requirements for existing or additional resources to help prepare the departmental budget.
- Arranges for repair and routine maintenance of automotive and radio equipment.
- Conducts inventory and requisitions field supplies and equipment for subordinates and the animal care and control center.
- Reviews animal care and control field operations to recommend ways to improve efficiency.
- Resolves disputes related to license and redemption fees, the release or sale of impounded animals, and the age or ownership of dogs.
- Participates in and coordinates joint emergency and enforcement activities with other enforcement agencies which involve animals.

Example of Duties: A Senior Animal Control Officer: (cont.)

- Investigates complaints about subordinates and submits findings and recommendations to department management.
- Directs investigations of animal owners who fail to respond to citations and follow-up letters.
- Prepares applications for and serves search warrants.
- Prepares and submits cases for criminal prosecution to the City Attorney.
- May conduct administrative hearings regarding barking dog or dangerous animal complaints.
- May assist in developing and implementing the departmental emergency operations plan.
- May supervise the activities of a district animal shelter.
- May act as assistant to the District Supervisor Animal Regulation assigned to shelter supervision.

Employees in both classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

<u>Knowledge of:</u>	<u>Animal Control Officer</u>	<u>Senior Animal Control Officer</u>
City Charter provisions, City ordinances, and State laws on animal control, licensing, and collection responsibilities of the Department of Animal Regulation.		Good
Rules of the Department of Animal Regulation.		Good
Habits, care, feeding, and shelter of various wild and domestic animals.		Good
Common infectious and contagious diseases of animals, their symptoms, and first-aid treatment.		Good
Equipment and methods appropriate for wildlife abatement and control.		Good
Types of equipment carried on an animal control vehicle for the various types of field calls.		Good
The laws of arrest and the types of evidence acceptable in court.		Good
Effective safety principles and practices.		Good
Supervisory principles and practices including planning, delegating, and controlling the work of employees.		Good
Techniques for counseling, disciplining, training, instructing, and motivating employees.		Good
Techniques for evaluating employee work performance.		Good
Procedures for handling grievances.		Good
<u>Qualifications:</u> (cont.)		

	<u>Animal Control Officer</u>	<u>Senior Animal Control Officer</u>
<u>Knowledge of:</u>		
Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.		Good
Procedures for conducting administrative hearings.		Good
State laws concerning rabies control.		Working
Memoranda of understanding as they apply to employees.		Working
Functions of other City departments and governmental agencies which interact on animal care and control issues.		General
City personnel rules and policies.		General
The Animal Management Information System (AMIS) to enter or retrieve information.		General
The operations, maintenance, and security of an animal care and control center.		General
<u>Abilities:</u>		
Learn City Charter provisions, City ordinances, and State laws on the various functions of the Department of Animal Regulation.	X	
Learn the laws of arrest and the types of evidence acceptable in court.	X	
Learn the types of infectious and contagious diseases of animals and their symptoms.	X	X
Learn and use first-aid procedures and treatments.	X	X
Handle animals properly and humanely.	X	X
Identify and describe various types and breeds of domestic and wild animals.	X	X
Determine the proper location for the setting of traps, select the appropriate trap, and set it skillfully.	X	X
Quickly assess a situation and take appropriate and decisive action under stressful and emergency conditions.	X	X
Work alone under adverse conditions including dangerous locations and in proximity to sick and injured animals and irate citizens.	X	X
Learn and use self-defense techniques. Use firearms safely and accurately.	X	X
Work effectively and efficiently with a minimum of supervision.	X	X
Work any assigned shift, change schedule on short notice, and remain on call around the clock.	X	X
Make investigations and prepare accurate and detailed reports, including sound recommendations.	X	X
Gather evidence and prepare complaints used as part of a court action. Speak clearly, concisely, logically, and persuasively.	X	X
Deal tactfully and effectively with the public.	X	X
<u>Qualifications:</u> (cont.)		

Abilities:

Keep routine records.
Read a street map to locate field calls.
Establish and maintain a work environment to enhance both employee morale and productivity.
Audit cash and remittance books.

<u>Animal Control Officer</u>	<u>Senior Animal Control Officer</u>
X	X
X	X
	X
	X

Minimum Requirements: Animal Control Officer:

1. One year of full-time paid experience performing animal care, maintenance, or control on domestic or wild animals; **or**
2. Completion of 12 semester units or 18 quarter units in a recognized college or university in animal science, animal management, administration of justice, or related course work.

Minimum Requirements: Senior Animal Control Officer: Two years of full-time paid experience as an Animal Control Officer.

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

Physical Requirements: Both Classes: A person in these classes must:

- Be able to lift at least 70 pounds and sometimes over 70 pounds.
- Have body agility and equilibrium to climb over obstacles and balance under precarious conditions.
- Have back and leg coordination to stoop, kneel, crouch, bend, and crawl to an unusual extent.
- Have arm, hand, and finger dexterity with both hands for reaching, handling, and feeling.
- Have good speaking and hearing ability and good eyesight.

Because the Animal Control Officer class has been designated as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

Those with medical limitations may be able to perform the duties of some of the positions in these classes. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

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 position shall be.