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**TITLE:** ANIMAL CONTROL OFFICER I - II

**DEFINITION:** Under general supervision, maintains public safety by enforcing animal ordinances and state laws.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I – This is an entry-level class for this series performing routine tasks and duties assigned such as respond to calls for service; provides care or impounds healthy, injured, sick, dangerous and deceased animals; issues citations or investigates violations pertaining to animal control codes and regulations.

Grade Level II- This is a journey-level class in this series performing a full range of duties assigned; in addition to reviews work and provides general guidance to Animal Control Officer I's; presents at community meetings; acts as shift supervisor in his/her absence; leads crew; facilitates Animal Control Officer staff meetings.

**EXAMPLES OF DUTIES:**

- Provides education on the humane and required treatment of animals;
- Educates citizens on resources available to comply with local and state laws;
- Investigates violations of local and state laws pertaining to animal control;
- Issues citations for violations of the municipal code related to animal care and welfare;
- Files criminal complaints with the City Prosecutor or District Attorney in cooperation with the investigation unit;
- Impounds healthy, injured, sick, dangerous and deceased animals;
- Provides care for and performs euthanasia of animals;
- Performs regular animal health and welfare checks;
- Provide routine care and preventative treatment under the direction of a veterinarian adhering to the guidelines included, but limited to, Veterinarian Practice Code, Business & Professional Code and departmental procedures;
- Receives, dispatches, and responds to animal related field calls for service;
- Drives animal control vehicles, including towing vehicles;

- Provides assigned disposition of animals;
- Solicits, collects fees, issues receipts, and keeps records;
- Investigates and makes recommendations regarding issuance of permits;
- Investigates animal bites, create reports and quarantines animals;
- Maintains training in best practices, ordinances, municipal and state laws in relation to animal health and welfare;
- May impound animals under the authority of the local or state vicious animal laws;
- May testify in court or administrative hearings;
- May serve as a hearing officer;
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

One (1) year of paid, full time equivalent experience in providing and/or performing direct care to animals in a licensed animal care facility, preferably in the public sector and/or non-profit.

**OR**

Completion of twelve semester units or eighteen quarter units from an accredited college or university in Animal Science, Animal Management, Veterinary Technician or related fields.

**OR**

Registered Veterinarian Technician.

**AND**

- A valid motor vehicle operator's license.
- Candidates must be able to operate an animal control vehicle with limited rear visibility requiring the sole use of side mirrors and backup cameras prior to completion of the probationary period.

- Candidates must obtain a Euthanasia Certificate and California POST PC 832- Laws of Arrest prior to completion of the probationary period.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge in best practices, ordinances, municipal and state laws in relation to animal health and welfare;
- Ability to work effectively and positively with the public in a heightened stress environment;
- Ability to demonstrate ethical competencies, especially in handling sensitive and confidential information and creating other reports;
- Ability to demonstrate a high level of emotional intelligence by handling sensitive situations with compassion, tact and confidentiality;
- Ability to meet required appearance standards, including uniform and personal protective equipment;
- Ability to safely and humanely handle animals;
- Ability to perform euthanasia on animals;
- Ability to effectively communicate verbally and in writing;
- Physical condition must be at a level commensurate with ability to perform job duties such as lifting up to a maximum of 50 pounds chest high without assistance; climbing inclines; working in or around water (ex. wading in shallow water or assist in water rescue); at elevated heights; under reduced visibility; weather conditions; running 50 feet with or without reasonable accommodation.
- Willingness to work irregular hours, including nights, evenings, weekends, holidays, overtime, callback, standby, split shifts, including working shifts alone.

**HISTORY:**

Revisions of the Class Specification- 05/12/2021

Approval/Adoption Dates- 01/04/74

Civil Service Commission Approval: 05/12/2021