

CITY OF CARSON
Animal Control Officer

CITY COUNCIL RESOLUTION NO. 24-XXX
Bargaining Unit: AFSCME Local 809
FLSA: Non-Exempt

ANIMAL CONTROL OFFICER

Job Summary:

Under direct supervision of the Public Safety Management, Manager, or Designee performs duties enforcing regulations regarding stray, nuisance, and dangerous animals; investigates reports of animal cruelty, abandonment and patrols assigned areas; collects and transports animals to the County Animal Shelter; and performs related work as required.

Animal Control Officers are responsible for performing routine to moderately difficult animal control duties. After initial training, incumbents take a full range of action in conformance with state and local laws relating to the safety, health, welfare, and control of both domestic and wild animals. Incumbents have frequent interactions with the public to explain laws and regulations relating to the care and control of animals and may issue citations and/or notices in connection with violations. Work requires the application of approved methods, techniques and devices in the pickup and capture of injured, sick and vicious animals to avoid or minimize personal risk.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions of the class. Management reserves the right to add, modify, change or rescind related duties and work assignments).

1. Patrols assigned areas in City vehicles; captures stray and unlicensed animals for impounding; transports injured animals; assists other agencies such as Los Angeles Sheriff's Department with issues involving domestic and wild animals (i.e., coyotes, bobcats, raccoons, etc.).
2. Investigates complaints from the public and other agencies regarding nuisance, stray, uncontrolled, dangerous, wild or diseased animals; investigates animal bites, arranging for proper identification and quarantine; approves and monitors home quarantine of biting animals in accordance with regulations; traps, snares and captures animals; transports sick and dead animals, as well as unlicensed and stray animals to the County Animal Shelter.
3. Investigates complaints regarding animal cruelty and neglect; inspects premises where animals are kept to ensure that animals' food, water, sanitation, and housing are adequate; enforces City/State ordinances governing the keeping of animals.
4. Explains filing of complaints and the operations and authorities of the animal shelter to the public laws and regulations relating to the care and control of animals; investigates complaints of stolen animals.
5. Prepares and submits investigative reports and daily activity reports; collects evidence on animal-related cases and appears in court when required; issues citations for violations of laws and regulations; testifies in court regarding citations and disposition of complaints.
6. Works cooperatively with personnel, coworkers, and the management team.

7. Must be able to work independently as well as in a team, exercises tact, self-restraint, and good judgement; takes initiative to achieve positive, timely results for the organization with diplomatic skills and ethical conduct.
8. Delivers professional level internal and external customer service; solves problems and communicates effectively with the public and fellow employees.
9. Maintains records of violation notices, crime reports, lost and found animals, and humane education.
10. May occasionally work irregular hours including evening, weekends, or holidays.

Education and Experience:

- High school diploma or GED equivalent **AND** two (2) years of experience in the enforcement of animal control regulations or equivalent experience in care and treatment, licensing, and impounding of animals in a licensed animal care facility or shelter. Fifteen college semester units in veterinary science, biology, criminal justice, or other related field may substitute for one year of experience.

Knowledge of:

- Basic species and breed identification for a variety of domestic and wild animals.
- Symptoms and behaviors associated with rabies and other common animal diseases.
- Animal behavior for common domestic and wild animals.
- Proper animal-handling methods, techniques and equipment including methods for the capture of sick, injured or vicious animals.
- State and City laws and regulations pertaining to the proper care and control of animals.
- Safe work methods and safety regulations pertaining to animal control field operations.
- Record keeping methods and radio dispatch procedures.
- Appropriate procedures for issuing citations and testifying in court.

Skill and Ability to:

- Handle, capture and control animals humanely and effectively under stressful or emergency conditions.
- Assess animal behavior and make effective decisions regarding handling, capturing or destroying the animal.
- Identify symptoms and behaviors associated with common issues including rabies, distemper, parvo, upper respiratory infections, parasites and other domestic and wild animal diseases.
- Utilize and maintain a variety of animal control tools and equipment.
- Safely operate assigned vehicles.
- Learn the street layout and topography of the City of Carson
- Understand and follow oral and written instructions.
- Exercise independent judgment and initiative without close supervision.
- Read and interpret laws, regulations, manuals and other materials.
- Employ safe work methods and safety regulations in field operations.

- Establish and maintain effective working relationships with animal owners, the public and others encountered in the course of the work.
- Communicate effectively, both orally and in writing.

License and Certificate:

- Possession of a Certified Animal Control Officer (CACO) certificate, to include PC 832, or currently enrolled in the program and the successful completion of within one year of the employment required. A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Physical Requirements and Working Conditions:

Employee accommodations for physical disabilities will be considered on a case-by-case basis.

Positions in this class normally:

- Require talking, hearing and vision (which may be corrected) to read small print.
- Require use of hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Occasionally required to climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear.
- Must regularly lift and/or move up to 50 pounds.
- Required to use close vision, color vision and the ability to adjust focus.
- Frequently work in extreme outside weather conditions and on uneven surfaces.
- Exposed to dangerous, injured or diseased animals.
- Exposed to wet or humid conditions, fumes or airborne articles, toxic or caustic chemicals zoonotic and other communicable diseases.
- Frequently exposed to loud noise levels within confined areas.

APPROVED AS SUBMITTED:

AFSCME Local 809

Date