

RESOLUTION NO. 20-016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB
CLASSIFICATION SPECIFICATION FOR ANIMAL CONTROL
OFFICER

WHEREAS, the Meyers-Milius-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a "mutual obligation" to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to create a new classification specification of **ANIMAL CONTROL OFFICER** to provide a description of the various duties to be performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the new classification specification for the **ANIMAL CONTROL OFFICER**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The new classification specification for **ANIMAL CONTROL OFFICER**, Salary Range 327, (\$3,669 - \$4,672), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of January 28, 2020, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 28th day of January, 2020.

MAYOR ALBERT ROBLES

ATTEST:

CITY CLERK DONESIA GAUSE

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 20-016 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 28th day of January 2020, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
City Clerk

ANIMAL CONTROL OFFICER

Job Summary:

Under direct supervision of the Public Safety Manager, 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 & Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

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.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

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 of animals in a professional veterinary office or shelter. Fifteen college semester units in veterinary science, biology, or criminal justice 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/or 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/Certificates:

Possession of a certificate in PC 832, or the successful completion of that course within one year of 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:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.