

COUNTY OF SOLANO
CLASS SPECIFICATION
ANIMAL CONTROL OFFICER (SENIOR)

Effective Date: 05/11/2016

CLASS SUMMARY:

Under general supervision, the Animal Control Officer (Senior) trains staff, ensures compliance with State and local codes and regulations that govern the control of livestock and domestic animals, and participates in the county-wide rabies control program.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Animal Care Manager** class which plans, organizes, coordinates and supervises the shelter and animal control activities.
- **Animal Control Officer** class which, at the entry and journey level, ensures compliance with State and local codes and regulations that govern the control of livestock and domestic animals; participates in the county-wide rabies control program .

SUPERVISION RECEIVED AND EXERCISED:

- Receives general supervision from the Sergeant-Sheriff or other supervisory class as assigned by the department.
- No supervision is exercised over others, however, an employee in this class will perform lead duties over employees, particularly those in the class of Animal Control Officer.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs lead worker duties such as:
 - providing on-the-job training;
 - passing on instructions received from supervisor and getting work started;
 - distributing work among staff;
 - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;
 - reviewing work of assigned crew, informing supervisor of customer feedback, work quality, conduct problems, etc. and providing input on performance to supervisor; and
 - ensuring work is performed safely and efficiently.
- Patrols assigned area of the County to pick up stray, sick, injured or dead animals on public roads, and/or to discover straying livestock; transports animals to holding cages, the

animal shelter or a veterinarian as appropriate; herds or assists in herding livestock back to the owner's property.

- Responds to and investigates all reports of animals biting people; reviews all bite reports for accuracy and to determine the circumstances under which the bite occurred; assures that all bite reports are entered properly on the computer; determines whether animal quarantine will be at the animal's home, the Animal Shelter or with a Veterinarian; observes animal for clinical symptoms of rabies; follows up on results and releases animals after the appropriate quarantine period; ensures collection of quarantine fees.
- Responds to radio dispatched calls to provide service in assigned area; removes animals from public property; explains/enforces state and County laws governing animal control and licensing to citizens.
- Patrols for and responds to calls of rabid or potentially rabid animals; gathers specimens for laboratory analysis for rabies; observes strict procedures to protect against rabies for laboratory analysis for rabies contamination.
- Extracts data on bites and dogs from computer to complete quarterly reports and/or to prepare court documents; checks for prior bite history on an animal when a bite is reported; retains copies of the bite reports for use in court; determines whether court action is necessary; requests the District Attorney's Office to prosecute cases for the removal of an animal from the home and for its disposal because of viciousness or its probable contracting of rabies; testifies in court and renders opinions on the nature of the animal.
- Carries out court orders for the removal and disposal of animals; may request law enforcement assistance; may be required to forcibly enter a residence to obtain the animal; may be required to make arrests.
- Investigates citizen complaints concerning animal nuisances; attempts to resolve problems and disputes at the scene; issues abatement notices for animal nuisances; issues citations for code violations; logs and reports complaints and their disposition.
- Inspects commercial kennels for code compliance; may investigate complaints of animal abuse.
- Assists in developing and maintaining procedural manuals; prepares, submits and files reports and records; prepares and maintains activity logs and records of all animals transported to holding cages or to the shelter.
- Assists in shelter and equipment maintenance, care and disposal of animals, and/or animal claims and adoptions.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** High School Diploma, GED, or equivalent;

AND

- **Experience:** One year of full-time paid work experience in the care and/or control of animals in an animal control/care agency, a Humane Society, a veterinary clinic, a shelter and/or equivalent animal care facility.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of a valid Class C California Driver's License is required.
- Possession of a certificate demonstrating satisfactory completion of a POST course on PC 832 (arrest and firearms training) or completion of basic police academy is required within six (6) months of appointment

Notes:

- All licenses, certificates and registrations must be kept current while employed in this class.
- Completion of the Animal Law Enforcement Training Academy (Advanced) sponsored by the State Humane Association of California and the California Veterinary Medical Association may be considered in the rating or selection process.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles of leadership, on-the-job training, and work review.
- Clinical symptoms of rabies in animals and humans.
- Dangers of rabies exposure and effective protective/preventive measures.
- Proper dissection for rabies.
- State and local laws, rules and regulations governing rabies and animal control.
- Characteristics of various breeds of animals.
- Effective public relations techniques.
- Court procedures and documents.
- Computerized data collection, retrieval and analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff led.
- Protect oneself and others from rabid or vicious animals by the proper use of tools, firearms (shotguns, rifles and handguns), tranquilizer guns, and other equipment.
- Euthanize and dissect animals.
- Drive a motor vehicle.
- Instruct staff and the public in rabies control measures, rules, regulations and laws.
- Deal with violent, hostile and irate people in a constructive manner.

- Protect against exposure to rabies while catching or dissecting an animal.
- Follow precisely procedures designed to ensure safety.
- Interpret, explain/enforce and apply laws, rules, regulations and procedures.
- Use computer assistance to gather and analyze data.
- Develop, recommend and implement operational program procedures.
- Determine the appropriate course of action in emergency or stressful situations.
- Prepare narrative and statistical reports.
- Comply with laws, regulations and professional practices governing rabies control program services and operations.
- Maintain accurate records and document actions taken.
- Interview people to determine circumstances surrounding bite incidents or suspected exposure to rabies and to get information for possible legal action.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Prepare court cases and documents; testify in court.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to a variety of individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Prepare a variety of written communications including reports.
- Assists in the preparation of policies and procedures.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling – Heavy work:** This class typically requires employees to perform the following: exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- **Vision:** This class requires the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, to view a computer terminal, to read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- **Hearing/Talking:** This class requires the employee to perceive the nature of sounds at normal speaking levels with or without correction, and to have the ability to receive detailed information through oral communication. This class also requires employees to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Outdoor Work: Employees in this class will often be working outdoors and thus will be subject to exposure to intense noises, fumes, odors, pollens, dust, inadequate lighting, and to unpleasant field conditions including rainy, windy, cold, or hot weather.
- Exposure to Animals: Employees will be exposed to dangerous animals, animal bites and rabies.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.
- Working Alone: Employees in this class may be working in remote areas and/or may be working on night shifts and/or on weekends, and thus may working alone for extended periods of time.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Drug Testing: Candidates for positions in this class and employees in this class will be subject to Pre-Employment, Reasonable Suspicion, Post Accident, Return-To-Duty and Follow-Up drug testing in accordance with the Solano County Alcohol and Drug Free Workplace Policy.
- Psychological Examination: Candidates for positions in this class are required to take and successfully pass a psychological examination prior to appointment.
- Independent Travel: Incumbents are required to travel independently to patrol assigned areas, respond to calls regarding animal behavior, etc.
- Rabies Vaccination: Employees must receive pre-exposure rabies vaccination within three months of appointment.
- Rotational Standby Duty: Rotational standby duty is required.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.
- Animal Dissection: Employees may be required to demonstrate skill and ability to follow precise procedures in animal dissection.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: 5/11/2016
- Date Adopted by the Board of Supervisors:
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class: N/A
- Class Code: 424030