

# Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, December 18, 2013 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



## AGENDA

MEMBERS OF THE COMMISSION  
President Robert Bergman  
Vice President Arthur Chapman  
Wayne Caruthers  
Betsey Nash, SPHR  
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**  
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**  
The following minutes are submitted for approval:
  - a. October 23, 2013 – Regular
4. **Reports**
  - a. Commission President
  - b. Commission Counsel
  - c. Commission Secretary
    1. Approval of 2014 Commission Calendar (Action)
5. **Job Class Specifications – Revised (Action)**
  - a. Kennel Worker
  - b. Animal Control Officer
  - c. Animal Control Lead Officer
6. **Adjournment**

# Civil Service Commission

**DRAFT**

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday October 23, 2013 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Robert Bergman, President  
Arthur Chapman, Vice President  
Wayne Caruthers  
Betsey Nash, SPHR  
William Tappan

## MINUTES

Present: President Robert Bergman, Vice President Arthur Chapman, Commissioner Wayne Caruthers, Commissioner Betsey Nash, Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas Schatz, Commission Clerk Robin Mason

Counsel: Commission Counsel Tim McNulty

**1. Call to Order/ Flag Salute/ Roll Call**

Commissioner Bergman called the meeting to order at 9:01 A.M. and led the flag salute.

**2. Public Comment Period**

President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Bergman closed the Public Comment Period.

**3. Minutes**

August 28, 2013 – Regular

Commissioner Chapman made a motion to approve the August 28, 2013 minutes as written. Commissioner Caruthers seconded; the motion carried 4-0-1 (Commissioner Tappan abstained).

September 25, 2013 – Regular

President Bergman stated that further clarification was needed on page 3b-3 of the minutes; Commissioner Tappan stated that a correction needed to be made regarding his comment on page 2b-2. Clerk will amend the record accordingly. Commissioner Tappan moved to approve the September 25, 2013 regular meeting minutes as amended; Commissioner Caruthers seconded; the motion carried 3-0-2 (Commissioner Chapman and Commissioner Nash abstained).

**4. Reports**

**a. Commission President**

President Bergman: no report.

**b. Commission Counsel**

Tim McNulty: no report.

c. **Commission Secretary**

Tami Douglas-Schatz: addressed the Commission and requested a special meeting date to hear a probationary rejection appeal. Commission outside Counsel, Commissioners, and staff agreed to begin the hearing on Wednesday, December 11<sup>th</sup>.

5. **Recommendation to Change Civil Service Rule 11.03 to increase the probationary period for the Library Director classification from six months to one year.**

Personnel Analyst Jamie Azarvand: addressed the Commission and provided handouts (\*Attachment 1) as well as presented a Power Point (viewable at: [www.slocounty.ca.gov/hr/csc](http://www.slocounty.ca.gov/hr/csc)) that outlined details regarding the extension of the probationary period from six months to one year for the Library Director position. The current Library Director is retiring.

President: opened discussion to Commission.

Commissioner Nash: asked why the matter was originally brought up.

Tami Douglas-Schatz: explained evaluation of pending vacancy.

Commissioner Tappan: asked Ms. Azarvand about the counties that have a Civil Service system.

Personnel Analyst Jamie Azarvand: referred to the Power Point and the Education Code.

Commissioner Chapman: inquired regarding the status of the recruitment of the Library Director.

Tami Douglas-Schatz: stated that it is currently underway and that it would possibly be filled by December.

Commissioner Chapman: inquired about the work that the Department Head would focus on during the probationary period.

Tami Douglas-Schatz: stated that the new Library Director would be building relationships with the community, conducting strategic planning, and working on the budget process.

Commissioner Chapman: noted June would likely be the end of the probationary period and it takes time to evaluate deliverables.

President Bergman: explained that it was discussed at the last meeting that one option to consider is to extend the probationary period to one year, but amend the rule to prevent the option to extend the probationary period beyond one year for this position only.

Commissioner Chapman and Tami Douglas-Schatz: discussed the method department heads are evaluated and clarified the budget process as it relates to department head performance evaluations in order to illustrate how these elements show consistent performance that would indicate competency.

Tami Douglas-Schatz: stated that six months is inadequate at this level given cycles of review.

Commissioner Caruthers: inquired about extension of probationary period as it relates to evaluations, per CSC rule 13.02.

Tami Douglas-Schatz: explained that the extension of the rule is viewed as an exception option. Supervisory practices and guidelines are utilized for providing feedback and redirection during the probationary period.

Commissioner Caruthers: asked if expectations are normally documented at time of offer.

Tami Douglas-Schatz: gave an example of the current CAO's practice of verbally addressing expectations at offer time, then documenting upon start date.

Commissioner Tappan: inquired if "at will" outlines time frame such as probationary period.

Tami Douglas-Schatz: explained how it is normally written in a contract.

Commissioner Tappan: compared the Library Director position to that of the Director of the Department of Social Services.

President Bergman: referred to last meeting discussion about modifying the rule; opened the session to public comment.

SLOCEA Representative Theresa Schultz: commented on behalf of Kimm Daniels.

President Bergman: being no further requests to speak, public comment was closed.

Commissioner Nash: commented on staff and that soft skills are a critical piece of the hiring process.

Commissioner Caruthers: referred to staff report.

Jamie Azarvand: explained that there have only been 5 of 882 probationary periods extended to date.

Tami Douglas-Schatz: further explained that the level and scope of responsibilities of a department head are above most other positions.

Commissioner Caruthers: thanked staff.

Commissioner Chapman: referred to his experience evaluating department heads and stated he believed that a longer probationary period is needed.

Commissioner Tappan: referred to rule 11.04 as possible extension and stated he cannot support the change.

Commissioner Bergman: asked the group if there was any further comment.

Commissioner Nash: moved to approve the extension of the probationary period to one year for the Library Director. Commissioner Chapman seconded.

Roll Call Vote:

Commissioner Bergman	No
Commissioner Caruthers	Yes
Commissioner Chapman	Yes
Commissioner Nash	Yes
Commissioner Tappan	No

The motion carried 3-2-0.

**6. Closed Session (per Government Code Section 54957.9(d) (2)): Conference with Legal Counsel – Existing/Potential Litigation**

President Bergman adjourned to closed session at 9:54 A.M.

**7. Adjournment**

President Bergman reconvened to open session and reported that no action was taken. Being no further business, the meeting was adjourned at 10:02 A.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*





# Civil Service Commission

**DRAFT**

COUNTY GOVERNMENT CENTER ♦ 1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959



## Civil Service Commission 2014 Regular Session Meeting Dates

MEMBERS OF THE COMMISSION  
Robert Bergman, President  
Art Chapman, Vice President  
Wayne Caruthers  
Betsey Nash, SPHR  
William Tappan

Regular monthly meetings are held on the 4<sup>th</sup> Wednesday at 9:00 A.M.

at 1055 Monterey Street, Suite D-271, San Luis Obispo.

January 22, 2014  
February 26, 2014  
March 26, 2014  
April 23, 2014  
May 28, 2014  
June 25, 2014  
July 23, 2014  
August 27, 2014  
September 24, 2014  
October 22, 2014  
\*November 19, 2014  
\*December 17, 2014

\* Adjusted due to holiday

Pending CSC Approval

Note: If extenuating circumstances arise, following prior authorization from the Commission President and with compliance to the Brown Act, the meeting date / time / location may change.



# HUMAN RESOURCES DEPARTMENT SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz, DIRECTOR

County Government Center, 1055 Monterey Street • Suite D-250, • San Luis Obispo, CA 93408

To: Civil Service Commission

From: Ken Tasseff, Personnel Analyst *KT*

Date: December 18, 2013

Subject: Revised Class Specifications – Kennel Worker  
Animal Control Officer  
Animal Control Lead Officer

## **RECOMMENDATION:**

It is recommended that your Commission approve three revised class specifications: Kennel Worker, Animal Control Officer, and Animal Control Lead Officer.

## **DISCUSSION:**

The Kennel Worker class specification was last revised in 1998. The Animal Control Officer and Animal Control Lead Officer class specifications were last revised in 2000. In 2008, the Humane Society of the United States (HSUS) conducted an audit and review of operations at the County Animal Services Department, a division of the County Health Agency. One of the recommendations from that audit was to replace the term "destroys" with the term "euthanizes" in the class specification for Kennel Worker and Animal Control Officer.

This revision implements the USHS recommendation. In addition, the class specifications were reviewed and updated to reflect the current duties of these classifications. The employment standards section of the class specifications were reviewed and updated to reflect the current knowledge and ability required for these jobs. Minimum qualifications and other conditions of employment were updated for clarity.

## **OTHER AGENCY INVOLVEMENT:**

The Health Agency has been involved in the review and revision of these specifications and concurs with the specifications as proposed. The County Administrative Office has reviewed and commented on the proposed specifications. SLOCEA, the Employee Representative for the Kennel Worker and Animal Control Officer classifications has reviewed and commented.

## **Attachments:**

Animal Services Division (Health Agency) Organizational Chart  
Kennel Worker Class Specification – Current  
Kennel Worker Class Specification – Track Change  
Kennel Worker Class Specification – Revised  
Animal Control Officer Class Specification – Current  
Animal Control Officer Class Specification – Track Change  
Animal Control Officer Class Specification – Revised  
Animal Control Lead Officer Class Specification – Current  
Animal Control Lead Officer Class Specification – Track Change  
Animal Control Lead Officer Class Specification – Revised

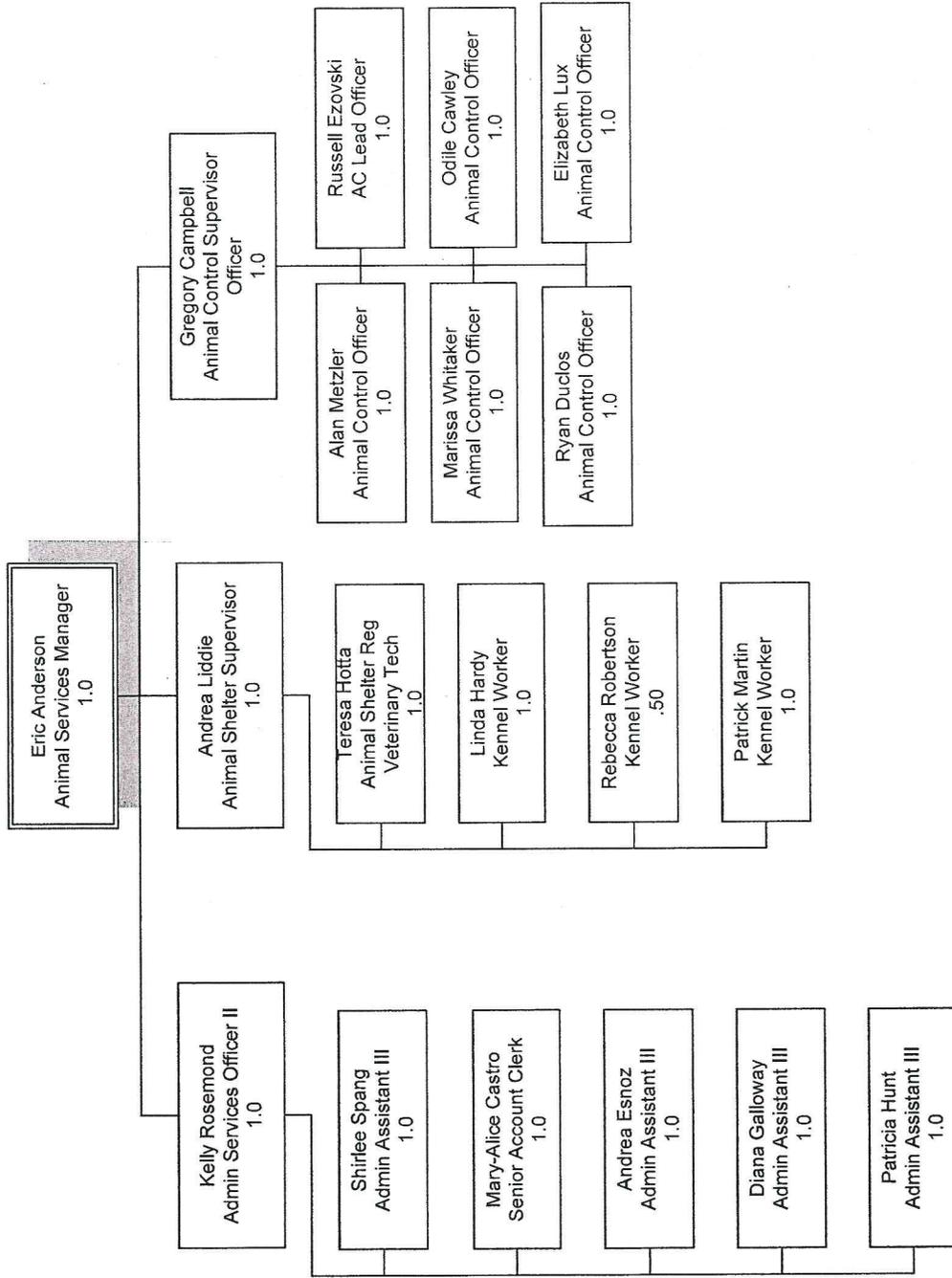
# Animal Services

Organizational Chart  
(Detail)

01/30/2012

Health Agency

18.5 FTEs



5-2

## **KENNELWORKER**

### **DEFINITION:**

Under supervision, assists in the feeding, care, destruction, and disposal of animals; and maintains the Animal Shelter facility in a clean and orderly condition; and does other related work as required.

### **TYPICAL TASKS:**

Feeds and cares for impounded animals; cleans animal pens and cages; maintains Animal Shelter facility and related grounds in a clean, safe and orderly condition; destroys and disposes of animals in accordance with prescribed procedures; segregates and quarantines animals in accordance with prescribed procedures; processes animals in and out; makes reports and keeps records on the disposition of animals; may issue licenses and collect fees.

### **EMPLOYMENT STANDARDS:**

Knowledge of: Laws, ordinances, rules, and regulations governing the impounding, releasing or destruction of animals; proper methods for the care, feeding and treatment of animals.

Ability to: Understand and follow oral and written directions; maintain records and prepare reports; establish and maintain effective working relationships with the general public and fellow employees; properly care for and handle various breeds of animals.

### **EDUCATION AND EXPERIENCE:**

No education or experience required.

### **LICENSES/CERTIFICATES:**

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Personnel Department at (805) 781-5959.

Adopted: 7-28-76

Effective: 3-25-98

1 **KENNELWORKER**

2  
3 **DEFINITION:**

4 Under supervision, assists in the feeding, care, ~~destruction~~ euthanasia, and disposal of  
5 animals; ~~and~~ maintains the Animal Shelter facility in a clean and orderly condition; and does  
6 other related work as required.

7  
8 **TYPICAL TASKS:**

- 9
- 10 • Feeds and cares for impounded animals; cleans animal pens and cages
  - 11 • Maintains Animal Shelter facility and related grounds in a clean, safe and orderly  
12 condition
  - 13 • Administers vaccines, microchips and medications to sheltered animals as directed
  - 14 • Euthanizes~~Destroys~~ and disposes of animals in accordance with prescribed procedures
  - 15 • Segregates and quarantines animals in accordance with prescribed procedures
  - 16 • Processes animals in and out
  - 17 • Makes reports and keeps records on the intake, care, and disposition of animals
  - 18 • May perform backup duties to clerical staff or others as appropriate or needed~~issue~~  
19 ~~licenses and collect fees~~

20  
21 **EMPLOYMENT STANDARDS:**

22 Knowledge of:

- 23 • Laws, ordinances, rules, and regulations governing the impounding, releasing or  
24 ~~destruction~~ euthanasia of animals
- 25 • Proper methods for the care, feeding and treatment of animals

26  
27 Ability to:

- 28 • Understand and follow oral and written directions
- 29 • Maintain records and prepare reports
- 30 • Establish and maintain effective working relationships with the general public and fellow  
31 employees
- 32 • Properly care for and handle various breeds of animals
- 33 • Communicate effectively and professionally, both verbally and in writing
- 34 • Work effectively in an environment that requires calm temperament and composure  
35 when dealing with stressful or emotionally difficult situations
- 36 • Work effectively in a physically demanding environment that requires exertion and  
37 stamina when performing duties such as moving or exercising animals
- 38 • Respond to and control aggressive animals
- 39 • Maintain a safe and orderly work area
- 40 • Support and follow department policies, goals, guiding principles, and Mission-Vision-  
41 Values Statement

42  
43 **EDUCATION AND EXPERIENCE:**

44 No education or experience required.

46 **LICENSES/CERTIFICATES:**

47 Certain positions within this classification may require driving. When driving is an essential  
48 function of the position, a valid CALIFORNIA driver's license will be required at the time of  
49 appointment.

50  
51 This class specification generally describes the duties and responsibilities characteristic of  
52 the position(s) within this class. The duties of a particular position within a multi-position  
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55 class) will be identified and used by medical examiners and hiring authorities in the  
56 selection process. If you have any questions regarding the duties or the working conditions  
57 of the position, please contact the Personnel Department at (805) 781-5959.

58  
59 Adopted: 7-28-76  
60 Effective: 3-25-98  
61 Revised: 12-18-13

1 **KENNELWORKER**

2

3 **DEFINITION:**

4 Under supervision, assists in the feeding, care, euthanasia, and disposal of animals;  
5 maintains the Animal Shelter facility in a clean and orderly condition; and does other related  
6 work as required.

7

8 **TYPICAL TASKS:**

9

- 10 • Feeds and cares for impounded animals; cleans animal pens and cages
- 11 • Maintains Animal Shelter facility and related grounds in a clean, safe and orderly
- 12 condition
- 13 • Administers vaccines, microchips and medications to sheltered animals as directed
- 14 • Euthanizes and disposes of animals in accordance with prescribed procedures
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- 16 • Processes animals in and out
- 17 • Makes reports and keeps records on the intake, care, and disposition of animals
- 18 • May perform backup duties to clerical staff or others as appropriate or needed

19

20 **EMPLOYMENT STANDARDS:**

21 Knowledge of:

- 22 • Laws, ordinances, rules, and regulations governing the impounding, releasing or
- 23 euthanasia of animals
- 24 • Proper methods for the care, feeding and treatment of animals

25

26 Ability to:

- 27 • Understand and follow oral and written directions
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- 36 stamina when performing duties such as moving or exercising animals
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- 38 • Maintain a safe and orderly work area
- 39 • Support and follow department policies, goals, guiding principles, and Mission-Vision-
- 40 Values Statement

41

42 **EDUCATION AND EXPERIENCE:**

43 No education or experience required.

44

45 **LICENSES/CERTIFICATES:**

46 Certain positions within this classification may require driving. When driving is an essential

47 function of the position, a valid CALIFORNIA driver's license will be required at the time of  
48 appointment.

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55 selection process. If you have any questions regarding the duties or the working conditions  
56 of the position, please contact the Personnel Department at (805) 781-5959.

57  
58  
59  
60

Adopted: 7-28-76  
Effective: 3-25-98  
Revised: 12-18-13

5a-5

## **ANIMAL CONTROL OFFICER**

### **DEFINITION:**

Under general supervision, assists in the licensing, impounding, caring for, and disposing of animals in accordance with State, County and local laws, ordinances and regulations; and does other related work as required.

### **TYPICAL TASKS:**

Patrols assigned areas in a community service approach. Attempt to solve neighborhoods' animal-related problems in a positive manner. Investigates complaints concerning stray, noisy, vicious, or dead animals, and handles violations of animal control laws or regulations; captures and impounds sick, injured, stray, biting, or vicious animals as necessary; removes and disposes of dead animals; investigates animal bite incidents and issues quarantine notices; conducts public information programs to explain pet owner responsibility; enforces State, County and local laws, ordinances and regulations pertaining to animal control; issues notices or citations, makes arrests, and appears in court on matters pertaining to violations of animal control laws, ordinances or regulations; feeds, waters and cares for impounded or quarantined animals; destroys animals using proper methods; issues licenses and collects fees; assists in licensing, immunization or spay/neuter clinics; assists in training and supervising subordinate personnel; maintains records and prepares reports.

### **EMPLOYMENT STANDARDS:**

#### Knowledge of:

The proper care and handling of various breeds of animals; State and local laws, regulations and ordinances pertaining to animal control.

#### Ability to:

Learn and properly enforce animal control laws, regulations and ordinances; establish and maintain effective working relationships with fellow employees, law enforcement agencies and the public; analyze situations and adopt effective courses of action; follow oral and written instructions; write clear and concise reports.

### **EDUCATION/EXPERIENCE:**

Either A: Successful completion of 12 semester units in Administration of Justice courses and/or animal science courses from an accredited college or university; Or B: One year of experience involving public contact work, including six months of experience in the handling of dogs; Or C: Possession of a Class I Certificate as a full-time or reserve Police or Sheriff's Officer.

### **LICENSES/CERTIFICATES:**

A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's license is required at the time of appointment and must be maintained throughout employment.

### **OTHER CONDITIONS OF EMPLOYMENT:**

Must successfully complete a course covering Section 832 of the Penal Code no later than six months from date of appointment.

### **PHYSICAL:**

Must take and pass a job-related medical examination and psychological examination at time of appointment.

### **CHARACTER:**

5b-1

Good moral character as determined by a thorough background investigation, to include a polygraph/computerized voice stress analyzer exam. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Personnel Department at (805) 781-5959.

Adopted: 9-28-1977

Revised: 2-23-2000

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5b-2

1 **ANIMAL CONTROL OFFICER**

2  
3 **DEFINITION:**

4 Under general supervision and in accordance with State, County, and local laws, ordinances  
5 and regulations, assists in the licensing, impounding, caring for, and disposing of animals;  
6 investigates reports of animal welfare problems or animal related nuisances and public  
7 health or safety concerns ~~in accordance with State, County and local laws, ordinances and~~  
8 ~~regulations~~; and does other related work as required.  
9

10 **TYPICAL TASKS:**

- 11 • Patrols assigned areas in a community service approach
- 12 • Attempts to solve neighborhoods' animal-related problems in a positive manner
- 13 • Investigates complaints concerning stray, noisy, vicious, or dead animals, and handles
- 14 violations of animal control laws or regulations
- 15 • Captures and impounds sick, injured, stray, biting, or vicious animals as necessary
- 16 • Removes and disposes of dead animals
- 17 • Investigates animal bite incidents and issues quarantine notices
- 18 • Conducts public information programs to explain pet owner responsibility
- 19 • Enforces State, County and local laws, ordinances and regulations pertaining to animal
- 20 control
- 21 • Issues notices or citations, makes arrests, and appears in court on matters pertaining to
- 22 violations of animal control laws, ordinances or regulations
- 23 • Feeds, waters and cares for impounded or quarantined animals
- 24 • ~~Destroys~~ Euthanizes animals using proper methods
- 25 • Issues licenses and collects fees
- 26 • Assists in licensing, immunization or spay/neuter clinics
- 27 • Assists in training, monitoring and development of designated staff ~~supervising~~
- 28 ~~subordinate personnel~~
- 29 • Maintains records and prepares reports.

30  
31 **EMPLOYMENT STANDARDS:**

32 Knowledge of:

- 33 • The proper care and handling of various breeds of animals
- 34 • State and local laws, regulations and ordinances pertaining to animal control

35  
36 Ability to:

- 37 • Learn and properly enforce animal control laws, regulations and ordinances
- 38 • Establish and maintain effective working relationships with fellow employees, law
- 39 enforcement agencies and the public
- 40 • Work assigned shifts, callback duty or respond as directed during nighttime, holiday,
- 41 weekend or other time periods.
- 42 • Communicate effectively and professionally, both verbally and in writing; Give
- 43 presentations before groups of people.
- 44 • Work effectively in a physically demanding environment that requires exertion and
- 45 stamina when capturing an animal or responding to aggressive animals
- 46 • Work effectively in a demanding environment that requires calm temperament and
- 47 composure when dealing with stressful or emotionally difficult situations
- 48 • Work effectively in extreme environmental conditions such as heat, cold and rain
- 49 • Work effectively in difficult terrain such as uneven or steep terrain, deep grasses and
- 50 thick brush, and mud or other unstable footing.
- 51 • Analyze complex situations and adopt effective courses of action
- 52 • Follow oral and written instructions
- 53 • Write clear and concise reports

- Maintain a safe and orderly work area, including assigned vehicle
- Support and follow department policies, goals, guiding principles, and Mission-Vision-Values Statement

**EDUCATION/EXPERIENCE:**

Either A: Successful completion of 12 semester units in Administration of Justice courses and/or animal science courses from an accredited college or university; Or B: One year of experience involving public contact work, including six months of professional level experience in the handling of domestic animals~~dogs~~; Or C: Possession of a Class I Certificate as a full-time or reserve Police or Sheriff's Officer.

**LICENSES/CERTIFICATES:**

A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's license is required at the time of appointment and must be maintained throughout employment.

**OTHER CONDITIONS OF EMPLOYMENT:**

Must successfully complete a course covering Section 832 of the Penal Code ~~no later than six months from date of appointment~~prior to completing probation.

**PHYSICAL:**

Must take and pass a job-related medical examination and psychological examination at time of appointment.

**CHARACTER:**

Good moral character as determined by a thorough background investigation, to include a polygraph/computerized voice stress analyzer exam. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.

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Adopted: 9-28-1977

Revised: 2-23-2000

Revised: 12-18-2013

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7 and does other related work as required.

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19 control  
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21 violations of animal control laws, ordinances or regulations  
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37 enforcement agencies and the public  
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39 weekend or other time periods.  
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41 presentations before groups of people.  
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43 stamina when capturing an animal or responding to aggressive animals  
44 • Work effectively in a demanding environment that requires calm temperament and  
45 composure when dealing with stressful or emotionally difficult situations  
46 • Work effectively in extreme environmental conditions such as heat, cold and rain  
47 • Work effectively in difficult terrain such as uneven or steep terrain, deep grasses and  
48 thick brush, and mud or other unstable footing.  
49 • Analyze complex situations and adopt effective courses of action  
50 • Follow oral and written instructions  
51 • Write clear and concise reports  
52 • Maintain a safe and orderly work area, including assigned vehicle

- 1 • Support and follow department policies, goals, guiding principles, and Mission-Vision-  
2 Values Statement  
3

4 **EDUCATION/EXPERIENCE:**

5 Either A: Successful completion of 12 semester units in Administration of Justice courses  
6 and/or animal science courses from an accredited college or university; Or B: One year of  
7 experience involving public contact work, including six months of professional level  
8 experience in the handling of domestic animals; Or C: Possession of a Class I Certificate as  
9 a full-time or reserve Police or Sheriff's Officer.

10  
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13 license is required at the time of appointment and must be maintained throughout  
14 employment.

15  
16 **OTHER CONDITIONS OF EMPLOYMENT:**

17 Must successfully complete a course covering Section 832 of the Penal Code prior to  
18 completing probation.

19  
20 **PHYSICAL:**

21 Must take and pass a job-related medical examination and psychological examination at  
22 time of appointment.

23  
24 **CHARACTER:**

25 Good moral character as determined by a thorough background investigation, to include a  
26 polygraph/computerized voice stress analyzer exam. No conviction by any State, the  
27 Federal Government or a foreign government of a crime which could have been punishable  
28 by imprisonment in a Federal Penitentiary or State prison.

29  
30 This class specification generally describes the duties and responsibilities characteristic of  
31 the position(s) within this class. The duties of a particular position within a multi-position  
32 class may vary from the duties of other positions within the class. Accordingly, the essential  
33 functions of a particular position (whether it be a multi-position class or a single-position  
34 class) will be identified and used by medical examiners and hiring authorities in the  
35 selection process. If you have any questions regarding the duties or the working conditions  
36 of the position, please contact the Personnel Department at (805) 781-5959.

37  
38  
39 Adopted: 9-28-1977

40 Revised: 2-23-2000

41 Revised: 12-18-2013  
42

5b-6

## **ANIMAL CONTROL LEAD OFFICER**

### **DEFINITION:**

Under general supervision, assists in the licensing, impounding, caring for, and disposing of animals in accordance with State, County and local laws, ordinances and regulations; assists in supervision of subordinate staff at night and on weekends; and does other related work as required.

### **TYPICAL TASKS:**

Dispatches calls as required; handles special assignments; provides field support for other officers, supervises subordinate staff when required; patrols assigned areas in a community service approach. Attempt to solve neighborhoods animal-related problems in a positive manner. Investigates complaints concerning stray, noisy, vicious or dead animals, and handles violations of animal control laws or regulations; captures and impounds sick, injured, stray, biting, or vicious animals as necessary; removes and disposes of dead animals; investigates animal bite incidents and issues quarantine notices; conducts public information programs to explain pet owner responsibility; enforces State, County and local laws, ordinances and regulations pertaining to animal control; issues notices or citations, makes arrests, and appears in court on matters pertaining to violations of animal control laws, ordinances or regulations; feeds, waters and cares for impounded or quarantined animals; destroys animals using proper methods; issues licenses and collects fees; assists in licensing, immunization or spay/neuter clinics; assists in training and supervising subordinate personnel; maintains records and prepares reports.

### **EMPLOYMENT STANDARDS:**

#### Knowledge of:

State and local laws, regulations and ordinances pertaining to animal control; the proper care and handling of various breeds of animals; accepted methods of supervision.

#### Ability to:

Analyze animal regulation problems and adopt effective courses of action; schedule and supervise the work of subordinates; establish and maintain effective working relationships with fellow employees, law enforcement agencies and the public; communicate effectively both orally and in writing; follow oral and written instructions; write clear and concise reports.

### **EDUCATION/EXPERIENCE:**

Either A: Successful completion of 12 semester units in Administration of Justice courses and/or animal science courses from an accredited college or university; Or B: One year of experience involving public contact work, including six months of experience in the handling of dogs; Or C: Possession of a Class I Certificate as a full-time or reserve Police or Sheriff's Officer. In addition to any of the above: Six months' experience as an Animal Control Officer or its equivalent.

### **LICENSES/CERTIFICATES:**

A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's license is required at the time of appointment and must be maintained throughout employment.

### **OTHER CONDITIONS OF EMPLOYMENT:**

Must successfully complete a course covering Section 832 of the Penal Code no later than six months from date of appointment.

**PHYSICAL:**

Must take and pass a job-related medical examination and psychological examination at time of appointment.

**CHARACTER:**

Good moral character as determined by a thorough background investigation, to include a polygraph/computerized voice stress analyzer exam. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Personnel Department at (805) 781-5959.

Adopted: 5-28-1986

Revised: 2-23-2000

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1 **ANIMAL CONTROL LEAD OFFICER**

2  
3 **DEFINITION:**

4 Under general supervision, and in accordance with State, County, and local laws, ordinances  
5 and regulations, assists in the licensing, impounding, caring for, and disposing of animals;  
6 investigates reports of animal welfare problems or animal related nuisances and public  
7 health or safety concerns ~~in accordance with State, County and local laws, ordinances and~~  
8 ~~regulations~~; assists in supervision of subordinate staff at night and on weekends; and does  
9 other related work as required.

10  
11 **TYPICAL TASKS:**

- 12 • Dispatches calls as required; Handles special assignments
- 13 • Provides field support for other officers, supervises subordinate staff when required
- 14 • Patrols assigned areas in a community service approach
- 15 • Attempts to solve neighborhoods animal-related problems in a positive manner
- 16 • Investigates complaints concerning stray, noisy, vicious or dead animals, and handles
- 17 violations of animal control laws or regulations
- 18 • Captures and impounds sick, injured, stray, biting, or vicious animals as necessary
- 19 • Removes and disposes of dead animals
- 20 • Investigates animal bite incidents and issues quarantine notices
- 21 • Conducts public information programs to explain pet owner responsibility
- 22 • Enforces State, County and local laws, ordinances and regulations pertaining to animal
- 23 control
- 24 • Issues notices or citations, makes arrests, and appears in court on matters pertaining to
- 25 violations of animal control laws, ordinances or regulations
- 26 • Feeds, waters and cares for impounded or quarantined animals
- 27 • ~~Destroys~~ Euthanizes animals using proper methods
- 28 • Issues licenses and collects fees
- 29 • Assists in licensing, immunization or spay/neuter clinics
- 30 • Assists in training and supervising subordinate personnel
- 31 • Maintains records and prepares reports.

32  
33 **EMPLOYMENT STANDARDS:**

34 Knowledge of:

- 35 • State and local laws, regulations and ordinances pertaining to animal control
- 36 • Proper care and handling of various breeds of animals
- 37 • Accepted methods of supervision

38  
39 Ability to:

- 40 • Analyze complex animal regulation problems and adopt effective courses of action
- 41 • Schedule and supervise the work of subordinates
- 42 • Establish and maintain effective working relationships with fellow employees, law
- 43 enforcement agencies and the public
- 44 • Communicate effectively and professionally, both orally and in writing; Give
- 45 presentations before groups of people
- 46 • Work effectively in a physically demanding environment that requires exertion and
- 47 stamina when capturing an animal or responding to aggressive animals
- 48 • Work effectively in a demanding environment that requires calm temperament and
- 49 composure when dealing with stressful or emotionally difficult situations
- 50 • Work effectively in extreme environmental conditions such as heat, cold and rain
- 51 • Work effectively in difficult terrain such as uneven or steep terrain, deep grasses and
- 52 thick brush, and mud or other unstable footing.
- 53 • Follow oral and written instructions

- 54 • Write clear and concise reports.
- 55 • Maintain a safe and orderly work area, including assigned vehicle
- 56 • Support and follow department policies, goals, guiding principles, and Mission-Vision-
- 57 Values Statement

58  
59 **EDUCATION/EXPERIENCE:**

60 Either A: Successful completion of 12 semester units in Administration of Justice courses  
61 and/or animal science courses from an accredited college or university; Or B: One year of  
62 experience involving public contact work, including six months of experience in the handling  
63 of dogs; Or C: Possession of a Class I Certificate as a full-time or reserve Police or Sheriff's  
64 Officer. **In addition to any of the above:** Six months' experience as an Animal Control  
65 Officer or its equivalent.

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67 **LICENSES/CERTIFICATES:**

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69 license is required at the time of appointment and must be maintained throughout  
70 employment.

71  
72 **OTHER CONDITIONS OF EMPLOYMENT:**

73 Must successfully complete a course covering Section 832 of the Penal Code prior to  
74 completing probation ~~no later than six months from date of appointment.~~

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76 **PHYSICAL:**

77 Must take and pass a job-related medical examination and psychological examination at  
78 time of appointment.

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80 **CHARACTER:**

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92 of the position, please contact the Personnel Department at (805) 781-5959.

93  
94  
95 Adopted: 5-28-1986  
96 Revised: 2-23-2000  
97 Revised: 12-18-2013  
98

50-4

1 **ANIMAL CONTROL LEAD OFFICER**

2  
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- 22 control
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- 24 violations of animal control laws, ordinances or regulations
- 25 • Feeds, waters and cares for impounded or quarantined animals
- 26 • Euthanizes animals using proper methods
- 27 • Issues licenses and collects fees
- 28 • Assists in licensing, immunization or spay/neuter clinics
- 29 • Assists in training and supervising subordinate staff
- 30 • Maintains records and prepares reports

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32 **EMPLOYMENT STANDARDS:**

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56 Values Statement

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Adopted: 5-28-1986  
Revised: 2-23-2000  
Revised: 12-18-2013

5C-6