

City of Coalinga

*155 W. Durian Avenue
Coalinga, CA 93210*

Animal Control Officer I, II, III

*Pay Class I: 22 Police Non-Sworn
Pay Class II: 23 Police Non-Sworn
Pay Class III: 25 Police Non-Sworn
FLSA Non-Exempt*

DEFINITION

Under general supervision of the Chief of Police, oversees and coordinates the activities of the animal control facility, works an assigned shift, enforces City ordinances governing the keeping of animals in the City; impounds, cares for, and disposes of animals, and performs other duties as assigned.

CLASSIFICATION

The assigned duties in this multi-class range from entry to advance, and from routine to more complex as the incumbent demonstrates the ability to perform such duties.

Animal Control Officer I - This is the entry-level class in the Animal Control Officer series. Under close supervision with detailed instruction and review, incumbents are expected to learn the common and most typical tasks of the position. As training proceeds and the work is done with less supervision, incumbents preparing for advancement to level II receive more difficult and complex tasks to perform. The progression of Animal Control Officer I to Animal Control Officer II requires an evaluation of employee skill, performance levels and completion of required certification/training.

Animal Control Officer II - This is the intermediate-level class of the Animal Control Officer series. Incumbents are expected to perform a variety of animal control tasks without detailed instructions. As skill and knowledge increases, more difficult duties are assigned for advancing to Animal Control Officer III. Incumbents may provide training to less experienced employees. Advancement to Animal Control Officer III requires an evaluation of employee skill, performance levels, and completion of required certifications/training.

Animal Control Officer III - This is the advance-level of the Animal Control Officer series. Incumbents perform the full range of assigned duties and may receive occasional instruction as new or unusual situations arise. Incumbents are expected to be fully aware of the operating guidelines and procedures within the Division and may make independent decisions within the frame-work of written and oral instructions and accepted practices, processes and procedures while completing assignments. Incumbents serve as lead workers and supervise animal control volunteers.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Feeds and provides water for animals at the animal control facility.
- Cleans and maintains the animal control facility and grounds.
- Ensures a safe, clean and healthy environment at the animal control facility.
- Responds to calls for service for animal control, patrols the streets and looks for and picks up stray animals as needed.
- Quarantines dogs and other animals for rabies observation and notifies the Fresno County Health Department and other persons involved.
- Issues warnings to persons for violations of animal ordinances.
- Keeps records and submits reports of all impounded animals, dead, diseased or injured animals, dog bite cases, action reports and complaints. Compiles and maintains statistical information.
- Investigates animal control cases and acts as the City's resource person on animal control.
- Tracks inventory and orders supplies for the animal control facility as needed.
- Sells dog licenses and collects fees.
- Builds relationships with rescue organizations and schedules and coordinates pick-up or delivery of animals.
- May vaccinate animals.
- Euthanizes animals as needed.
- Recruits, selects, trains and supervises animal control volunteers (Animal Control Officer III).
- Manages animal shelter operations (Animal Control Officer III).
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Education: Equivalent to completion of twelfth grade.

Experience

and Training: Animal Control Officer I: One (1) year of work experience requiring frequent

public contact. Some experience in the care and handling of small animals is preferred.

Animal Control Officer II: One (1) year of work experience requiring frequent public contact and six (6) months of increasingly responsible experience in animal control. PC 832 Laws of Arrest Certification.

Animal Control Officer III: One (1) year of work experience requiring frequent public contact plus one (1) year of increasingly responsible experience in animal control. PC 832 Laws of Arrest Certification. Certified Animal Control Officer (CACO) obtained by successfully completing approved sixty (60) hours of training in Animal Care and State Laws or National Animal Care and Control (NACA) Animal Control Officer (ACO) I & II Certification.

Licenses: Valid State of California Driver's License; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Other: Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: The following are a representative sample of the KSA's necessary to perform essential tasks of the position.

Knowledge of: The routine care and feeding of domestic animals, primarily dogs and cats; the purposes and methods of animal quarantine; laws concerning the collection, impoundment, and disposal of stray animals, and the control of animal nuisances; basic methods, supplies, and tools used in custodial work.

Skill and Ability to: Recognize common disease symptoms in animals hazardous to humans, such as rabies; maintain records, collect and account for fees, and order supplies; deal courteously and effectively with the general public; perform heavy physical labor; perform light custodial work and minor building maintenance.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification.

Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement. Direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable incumbent to sprint, jump, or physically overcome resistance when apprehending stray animals; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle; bend or stoop repeatedly and continuously over time such as getting in and out of a City vehicle; move heavy objects such as equipment (50 pounds and more) and/or animals; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

Approved by: Marissa Trejo 10/31/23
Marissa Trejo, City Manager Date