

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ANIMAL ENFORCEMENT OFFICER

Civil Service Status: Open Competitive
Probationary Period: One (1) Year
Classification Series: Police-Civilian Non Sworn
FLSA Status: Non-Exempt

Bargaining Unit: General Employees' Association
Approved by City Council: December 7, 2009
Resolution No.: 2009-120

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision of the Police Management, this non-sworn, non-peace officer uniformed position investigates and enforces the animal control regulations, animal license and permit provisions of the Municipal Code; does follow-up investigation and resolves complaints; collects delinquent fees and charges due the City; and performs other related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Patrols assigned areas in a light truck and enforces leashing regulations in order to reduce to a minimum the number of dogs allowed to run at large;
- Picks up and impounds, in designated shelters, stray, sick, injured, unwanted, abandoned, and diseased animals;
- Collects fees and issues receipts for dog licenses and impounding charges;
- Issue notices to owners in cases of unlicensed or unvaccinated dogs and dogs at large;
- Conducts investigations and secures information to be used in the prosecution of cases of Animal Control Ordinance violations;
- Issues citations for violations, creates reports, and files complaints for court action;
- Explains to animal owners the requirements of the Animal Control Ordinance relating to leashing, licensing, vaccination, and care of animals;
- Patrols areas and picks up, impounds, and holds for observation, suspected rabid animals, and animals which have bitten someone, making necessary investigations and reports;
- Works with the Health Department in rabies control;
- Picks up dead and injured animals;
- Conducts preliminary investigations of cases of alleged inhumane treatment of animals, faulty kennel operations, etc.;
- Maintains records and creates reports pertaining to his/her duties;
- Operates, cleans, and cares for automotive equipment used in the performance of his/her duties;
- May act as kennel person at the animal shelter, feeding and caring for animals, disposing of animals, and keeping the premises in a clean and sanitary condition;
- May be required to testify in court;
- Assumes responsibility for ensuring the duties of the position, that they are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation requires;

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- The care of animals;

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Understand, interpret and apply the various ordinances and laws as they relate to the Animal Control function;
- Follow instructions and work under limited supervision;
- Prepare and keep accurate records, logs and reports;
- Deal tactfully and courteously with the public;
- Maintain cooperative working relationship with staff, co-workers, and the public;
- Adhere to safe work practices and procedures;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both oral and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Respond to after hour emergencies within a reasonable time period;
- Work overtime as requested;
- Handle confidential information with discretion;
- Effectively handle stressful situations;
- Assume responsibility to maintain a safe working environment;
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Perform other related duties as assigned or the as situation requires;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination)

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Experience:

- One (1) year experience in work involving extensive contact with the public, such as law enforcement, field collections, or sales;

License:

- A valid California Class C Driver's License and a satisfactory driving record;

Special Requirements:

- Must pass a Police Departments background check;
- Requires wearing uniforms;

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position;

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay;