

ANIMAL CONTROL OFFICER

DEFINITION

Under general supervision, responsible for protecting the community from dangerous and sick animals; enforcing and investigating local municipal, state, and federal animal laws; preventing the spread of zoonotic diseases; capturing and impounding a variety of animals requiring specialized equipment; euthanizing animals as deemed necessary; providing care and maintenance for animals; picking up and disposing of deceased animals; assisting in licensing; providing humane education to residents in the community and children in schools; and performing other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level technical classification in the Animal Services Division of the Hayward Police Department, reporting to the Animal Services Administrator. It is expected that the incumbent would perform the full range of duties for this class independently and only receive occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED

Receives general supervision from the Shelter Operations Supervisor or the Animal Services Administrator.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level Animal Services staff as necessary.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Responds to complaints concerning animals and takes appropriate action.

Captures aggressive animals

Investigates reports of animal cruelty and neglect, dog and rooster fighting.

Operates a motor vehicle in patrolling an assigned area.

Collects license and quarantine fees and issues receipts for same.

Explains and enforces pertinent laws relating to animal services and licensing.

ESSENTIAL DUTIES (continued):

Issues violation notices and Court citations.

Transports stray, sick, injured or dead animals to an animal services facility.

Performs humane euthanasia on animals as necessary.

Assists in receiving, feeding and caring for, or disposing of impounded animals.

Assists in the cleaning and maintenance of the animal services facility, related vehicles, and equipment.

Assists the public in claiming or adopting animals.

Investigates animal-bite cases, obtains all necessary information and initiates proper quarantine or hearing procedures as required.

Maintains records and files.

Prepares reports.

Testifies in court.

May use tranquilizing equipment and firearms.

Seeks medical attention for impounded animals.

May make public presentations.

Serves on scheduled on-call status.

May be required to lift and load animals up to 50 lbs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Care and feeding of animals.

Animal health, behavior and proper handling.

Basic computer operations.

Appropriate safety precautions and procedures.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Basic math and record keeping.

Federal, State and City laws, regulations and ordinances pertaining to animal control.

Ability to:

Operate a personal computer and related devices using City-installed software.

Interpret laws and ordinances.

Communicate effectively with the public.

Exercise tact and good judgment in performance of duties.

Use discretion regarding enforcement of laws and regulations pertaining to animals.

Communicate clearly and concisely orally and in writing.

Deal patiently and effectively with frightened, fractious and injured animals.

Follow orders and work cooperatively with others.

Work rotating shifts, holidays, weekends and on-call.

Deal with emotional issues involving the humane care of animals.

Control, carry and subdue animals.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One (1) year of experience in the handling of or caring for animals.

Education: Equivalent to completion of twelfth grade.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License by the time of appointment.

EXPERIENCE AND EDUCATION (continued):

Persons hired must obtain a certificate from the California Commission on Peace Officers Standards and Training covering laws of arrest and safety in firearms as described in Chapter 4.5, Section 832 of the Penal Code within 90 days from the date of employment.

Person hired must obtain Certification in Humane Euthanasia within 90 day days from the date of employment.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in and effective and professional manner; and safely drive to various locations throughout the City and County to fulfill assigned duties and to conduct work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

185CS12

June 1972

Revised: November 1988

Revised: July 2012

Revised: August 2014

AAP GROUP: 17

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt