

RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTION OF ANIMAL CONTROL OFFICER I

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and **WHEREAS**, a review has been conducted by the Human Resources Director and Assistant Sheriff Canalia, on the job description of Animal Control Officer I; and **WHEREAS**, during this review it was discovered that minor amendments were necessary to accurately describe and to clarify the duty functions of this position; and **WHEREAS**, the last review of the job description for Animal Control Officer I, was completed in November of 1995; and **WHEREAS**, this job description and an offer to meet and confer was provided to Operating Engineers Representative, Mr. Gregory Ramirez. Mr. Ramirez has completed his review and the Union has no issue with moving forward on the job description changes to the Animal Control Officer I.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to reflect the minor changes to the job description of the Animal Control Officer I.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 23rd day of July, 2013 by the following vote:

AYES: Supervisors THRALL, GOSS, SIMPSON, KENNEDY, SWOFFORD
NOES: Supervisors NONE
ABSENT: Supervisors NONE



Chairperson, Board of Supervisors

ATTEST:


Clerk of the Board

ANIMAL CONTROL OFFICER I

DEFINITION

Under general supervision, to enforce applicable County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to perform all necessary work in maintaining the County Animal Shelter facility in a clean and sanitary condition; to monitor the physical condition of all animals being held at the shelter; to assist with the care, feeding and placement of animals at the shelter, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the training and first working level in the Animal Control Officer class series. Incumbents learn to apply State and County regulations concerning the licensing, impounding, adoptions and euthanasia of animals. They work under relatively close supervision until they gain experience and are able to perform the full range of animal control enforcement activities. An incumbent is expected to complete PC 832 Training and Euthanasia Training prior to being promoted to Animal Control Officer II.

REPORTS TO

~~County Administrative Officer.~~
Animal Control Supervisor, Assistant Sheriff

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide some work direction and coordination for staff temporarily assigned to shelter maintenance and the care and feeding of animals.

ANIMAL CONTROL OFFICER I - 2

EXAMPLES OF DUTIES

- Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on county maintained roads.
- Make complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals if necessary.
- Explains animal control ordinances and policies to the public and concerned parties.
- Collects license fees.
- Issues licenses.
- Conducts bi-annual license renewal/rabies clinic.
- Maintains records of animal impounding, licenses issued, and license fees collected.
- Feeds and cares for animals impounded at the animal shelter.
- Euthanizes animals in the prescribed manner, according to appropriate law.
- Cleans and maintains shelter facilities.
- Arranges for adoption of animals.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- May have responsibility for day-to-day operation of the animal shelter.
- May monitor, receive, and transmit radio communications for field personnel.
- May perform general office support duties.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

ANIMAL CONTROL OFFICER I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Care and feeding of various breeds of dogs and cats and other domestic and other animals.
- Common disease of animals, their symptoms and care.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.
- Recordkeeping methods and office procedures.
- Basic methods of animal collection and restraint.

Ability to:

- Learn County and State Ordinances and laws relating to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Carry out oral and written directions.
- Provide court testimony regarding animal control issues.
- Learn appropriate regulations regarding radio transmission and communications.
- Work cooperatively and effectively with fellow employees and the general public.
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
- Care for animals in the shelter including sick and injured animals.
- Read, and interpret written material.
- Perform office support work.
- Deal tactfully and courteously with the public.
- Exercise good judgment in handling potential hostile individuals/situations.
- Establish and maintain cooperative working relationships.
- Learn general law enforcement functions and procedures.
- Recognize abnormal animal behavior.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with staff and the general public.
- Lift heavy animals and/or equipment.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience in caring and handling large and small animals is required. Previous office support experience is desirable.

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Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.