

PERSONNEL COMMITTEE

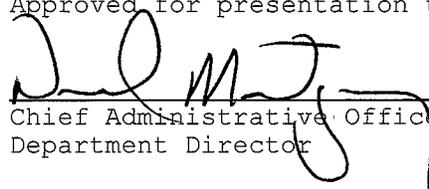
11-0476R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF ANIMAL CONTROL OFFICER.

CITY PROPOSAL:

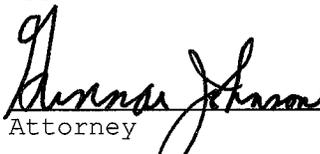
RESOLVED, that the proposed amendments to the specifications for the civil service classification of animal control officer, which were approved by the civil service board on July 5, 2011, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 24.

Approved for presentation to council:



Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR CT:JY 9/12/2011

STATEMENT OF PURPOSE: Updates were made to bring the job description into compliance with practice. Coordination with the health department was eliminated as they are no longer involved. The requirement for a driver's license was cleaned up and the lifting requirement was reduced to 70 pounds. There is no change in the rate of pay, which is Range 24, \$2,930 to \$3,438 per month.

ANIMAL CONTROL OFFICER

PURPOSE: To provide care for animals in a shelter facility and to enforce animal control ordinances.

FUNCTIONAL AREAS: Under direction, to:

1. Enforce animal control ordinances.
 - * A. Capture and impound animals running at large.
 - * B. Collect and dispose of dead animals.
 - * C. Investigate reports of animal attacks or animal cruelty, neglect, and other complaints, interview witnesses, collect evidence, and prepare written reports.
 - * D. Issue citations for animal control violations.
 - * E. Prepare reports and documents for the prosecution and provide testimony in court as necessary.
 - * F. Prepare written reports, maintain required records, and formulate reports using a desktop or Mobile Data computer to enter and retrieve data.
 - * G. Respond to 911 animal calls for service.
 - * H. Participate in the handling of animals during investigations of mistreatment or control of abandoned, dangerous or unattended animals.
 - * I. Check animal licenses and inspect properties housing animals for compliance with applicable laws.
 - * J. Investigate animal bites and coordinate handling and quarantine of animals ~~and related efforts with the Health Department.~~
2. Provide care to animals in a shelter facility.
 - * A. Perform tasks including feeding, watering, exercising, and grooming animals.
 - * B. Inspect animals for injury and illness, and perform basic first aid for minor injuries.
 - * C. Consult with veterinarians and other animal care specialists as needed.
 - * D. Perform euthanasia of animals using intravenous and intra-peritoneal injections.
 - * E. Provide basic health care to animals including dispensing prescribed medications, vaccinating and blood draws.
 - * F. Perform the safe handling, restraint and moving of aggressive animals.
 - * G. Assess animal temperaments.
3. Maintain animal shelter facility.
 - * A. Perform the cleaning and disinfecting of animal cages and supplies.
 - * B. Perform the cleaning and disinfecting of building and equipment.
 - * C. Report maintenance problems to appropriate personnel.
4. Provide service to the public.
 - * A. Respond to telephone inquiries and complaints.
 - * B. Interview and screen individuals interested in pet adoption.
 - * C. Provide information regarding animal temperament, animal care, responsibilities of pet ownership, and applicable laws.
 - D. Conduct public presentations and tours of the animal shelter facility.
 - E. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. One (1) year of verifiable education and/or experience in law enforcement, animal control, or a closely related field. Care of personal pets is not accepted.

License Requirement

- ◆ A. Possession of a regular Minnesota driver's license or privilege ~~by the date of appointment and thereafter.~~

Knowledge Requirements

- ◆ A. Knowledge of techniques used in the basic care and handling of animals.
- ◆ B. Knowledge of the methods, procedures, and equipment used in animal restraint and control.
- ◆ C. Knowledge of basic health care and first aid for animals.
- ◆ D. Knowledge of common animal diseases and the ability to recognize symptoms.
- ◆ E. Knowledge of humane methods of animal disposal.
- ◆ F. Knowledge of basic sanitizing and disinfecting methods and techniques.
- ◆ G. Knowledge of animal temperaments and behavior.
- ◆ H. Knowledge of applicable animal control laws and ordinances.
- ◆ I. Knowledge of and ability to use Microsoft computer applications, including Word, Excel, Access and Power Point.
- ◆ J. Knowledge of conflict resolution methods and techniques.
- ◆ K. Knowledge of the proper use, secure storage and proper disposal of lethal chemicals, syringes and related equipment.

Ability Requirements

- ◆ A. Ability to safely capture, transport, and handle aggressive animals.
- ◆ B. Ability to communicate effectively both orally and in writing before groups and in court.
- ◆ C. Ability to effectively communicate, interact and exercise good judgment with people while enforcing animal control laws and ordinances.
- ◆ D. Ability to write effective reports and to maintain accurate records.
- ◆ E. Ability to establish and maintain effective working relationships with co-workers, other agencies, and the general public.
- ◆ F. Ability to work shifts.
- ◆ G. Ability to perform physically and emotionally demanding work in unpleasant and stressful conditions.
- ◆ H. Ability to perform euthanasia of animals using intravenous and intra-peritoneal injections.
- ◆ I. Ability to provide medical care to animals by vaccinating, dispensing oral medications and drawing blood.

Physical Requirements

- ◆ A. Ability to work outdoors in all types of weather.
- ◆ B. Ability to frequently sit, walk, stoop, push, pull, balance, and climb while carrying out job duties.
- ◆ C. Ability to lift and transport animals weighing up to 75 100 pounds.
- ◆ D. Ability to attend work on a regular basis.

- * Essential functions of the job
- ◆ Job requirements necessary on the first day of employment

Anlst: CT	Class: 4435	Union: Basic	Pay: 24	CSB: 20110705
CC:	Res:	EEOC: Service/Maint	EEOF: Police Protection	WC: 8831