



# CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

## **ANIMAL CONTROL OFFICER**

Base Salary: \$4,581 – \$5,565/per month (+3% salary increase effective 7/1/2020)

First Review of Applications: July 7, 2020, 5PM

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established, high-quality single family homes on quiet tree-lined streets. Piedmont is centrally located within a few minutes from Oakland and San Francisco to the West and Concord and Walnut Creek to the East.

### **DEFINITION**

Under general supervision, performs routine to complex duties involved in the enforcement and communication of animal services codes, ordinances, and regulations; ensures public safety by capturing and caring for wild, vicious, and/or injured animals; and performs related work as required. This position patrols the cities of Piedmont and Emeryville.

### **CLASS CHARACTERISTICS**

This is a working level class in animal control, responsible for enforcing applicable regulations in a civilian capacity. Successful performance of the work requires skill in dealing with the public in difficult situations as well as a willingness to handle animals that may be injured or ill. Responsibilities include the authority to cite violators and initiate court proceedings for compliance with codes and regulations. Incumbents may perform special project work for the Police Department. This class is distinguished from sworn Police classes in that it performs law enforcement and police support duties that do not require performance by a sworn police officer.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

- Patrols areas within the designated jurisdiction and contract cities, and enforces animal services codes, ordinances, and regulations; investigates reports of animal abuse; issues dog licenses and off-leash park tags; issues citations to the public without such licenses and tags; collects fees; takes other appropriate actions.
- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter; arranges for proper contaminant and humane care.
- Responsible for the collection of dead or injured animals from public and private properties; provides aid to injured animals; transports animals to shelter for treatment or euthanasia; medicates and vaccinates animals to be adopted.
- Responds to complex calls from citizens for animal services; investigates complaints involving animals; investigates reports of dogs, cats, or other animals creating nuisances.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding humane animal services, including wildlife issues, adoption procedures, and enforcement of animals regulations; and answers related questions; builds and maintains relationships with related external agencies such as contracting shelters, veterinarians, rescue groups, and volunteers to ensure ongoing care and humane treatment of animals.
- Identifies and investigates animal related crimes, interviews witnesses, collects evidence, writes reports, and testifies in court.
- Investigates reports of animal bites, prepares for testing, and completes state mandated quarantines as necessary.
- Determines whether calls meet the criteria for emergency response and call out and how quarantines should be handled; evaluates and authorizes immediate care of euthanasia for sick and injured animals, emergency seizure of animals, owner relinquishments in the field; determines whether a criminal complaint and/or dangerous/vicious animal investigation should be initiated.
- Follows up on investigations on previously issued notices, citations, service requests, public nuisance animals, abandoned animals, and habitual violators.
- Answers questions regarding the enforcement of animal services, regulations, adoption, and licensing policies and procedures.
- Prepares reports and maintains records, logs, and files of activities; prepares cases and complaints for court action; testifies in court.
- May perform varied non-sworn law enforcement support work on a relief basis, such as issuing citations for parking violations, marking abandoned vehicles for tow, or traffic control.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods and techniques of handling, collection, impoundment, and registration of a variety of wild and domestic animals in various conditions.
- Identification of various breeds of dogs, cats, and other domestic and wild animals.
- Principles of animal behavior and care.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Applicable federal, state, and local laws, codes, and regulations, including administrative and departmental policies.
- Occupational hazards and standard safety practices necessary in the area of animal services.
- Techniques and practices of public speaking and making presentation before small groups.
- Principles of record keeping and reporting.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Recognize normal and abnormal animal behavior.
- Handle potentially dangerous animals in a safe manner.
- Inoculate and medicate animals, after completion of the appropriate training.
- Interpret, explain, apply, and enforce laws, ordinances, and regulations pertaining to animal services.
- Investigate code violations and respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Access, retrieve, enter, and update information using a computer terminal.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations, including administrative and departmental policies.
- Prepare, maintain, and update accurate and detailed documentation of inspection findings and other written materials, records, logs, and reports.
- Effectively represent the City in meetings with governmental and regulatory agencies, community groups, property owners, business owners, and the public.
- Operate and maintain a variety of animal control equipment.
- Operate a two-way radio.
- Make accurate mathematic computations.
- Maintain accurate records and files of work performed.
- Understand and carry out oral and written instructions.
- Organize work, set priorities, meet critical deadlines, and exercise sound, independent judgment within established guidelines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.

### **Education and Experience:**

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience in the enforcement and communication of animals services codes, ordinances, and regulations, or two (2) years of experience in the humane care and handling of animals in a veterinary, research or similar setting. College-level coursework in animal health care and experience with a public agency are highly desirable.

### **Licenses and Certifications:**

- Must possess a valid California class C driver's license and a satisfactory driving record. The City of Piedmont monitors DMV record information over the course of employment.
- Must obtain euthanasia certification within six months of hire.
- Must attend and pass both the Basic Animal Control Academy and PC832 Laws of Arrest courses within one year of appointment.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect various City and residential sites, and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a field classification with frequent

standing in work areas and walking between work areas. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull animals of 75 pounds, as necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work outside with occasional exposure to loud noise levels and may be exposed to inclement weather conditions, animal hair, dust, and potentially hazardous physical substances. May involve exposure to wild, dangerous, and/or diseased animals, and animals known to cause allergies. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be willing to work shifts or other than normal work hours and be subject to 24-hour call. The regular daily work schedule consists of four (4) ten-hour days per week, including one day during the weekend. Must be willing to euthanize animals.

### **COMPENSATION & BENEFITS:**

Salary: \$4,581—5,565/per month (+ 3% wage increase effective 7/1/2020)

Educational incentive available for college degree, Law Enforcement Training Academy certificate and/or Humane Officers Academy certificate.

### **BENEFITS**

- Medical, with a generous amount of the premium paid by the City
- Delta Dental Premier, with orthodontia @ \$5,000 lifetime maximum, premium paid in full by the City
- Vision, with the ability for an annual exam and glasses, premium paid in full by the City
- Employee Assistance Plan
- Life insurance with a value of 2X your annual salary, and long term disability @ 60%, premium paid in full by the City
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 6.75%. **The City also participates in Social Security**
- Vacation: Accrue 88 hours per year to start at the rate of 7.33 hours per month
- Holidays: 13 days per calendar year
- Sick leave accrual @ 10 hours per month
- Deferred compensation, credit union and tuition reimbursement available
- Children of full-time City employees are eligible to attend school in the Piedmont Unified School District. Additionally, the children of full-time employees are eligible to attend the Skipping Stones (based upon eligibility for ages 2 yrs. 9 mo--four years), and Schoolmates (elementary school aged) programs at no charge.

### **THE APPLICATION PROCESS**

**We're currently recruiting in order to fill one vacancy. This recruitment is open until filled, with the first review of applications on Tuesday, July 7, 2020 @ 5 p.m. Please mail a city employment application AND supplemental questionnaire** to City of Piedmont, Attn: Human Resources, 120 Vista Avenue, Piedmont, CA 94611. The application is also available on our web site @ [www.ci.piedmont.ca.us](http://www.ci.piedmont.ca.us). Postmarks, e-mails and faxes will not be accepted. Incomplete applications will not be accepted. The City of Piedmont complies with EOE, AA and ADA. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.*