

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the attached revised class specification for the position of Animal Control Officer.

The requested revision to this class specification reflects a change in the minimum qualifications for this position to grant an otherwise qualified applicant the opportunity to obtain a certificate of completion of P.C. 832 class, which qualifies him or her to use a firearm for job-related purposes, after appointment by the County. It further broadens the experience requirement to enable the County to reach a larger applicant pool. Because of the current restrictions, past recruitments for this position have proven to be extremely difficult. Relatively few individuals met both the P.C. 832 requirement and the more specialized level of work experience. The requested revisions should increase the size of the applicant pool thereby providing greater selection for the Sheriff's Department.

No change in salary range is requested.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested revision. Make any changes to this class specification as deemed necessary by the Board.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
 List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 97-399 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
 Date: _____
 ATTEST: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
 This item on agenda as:

Recommended


Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: 

MARIPOSA COUNTY

JOB TITLE: Animal Control Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To answer calls and investigate complaints related to animal control operations; to patrol, to arrange for the collection, impoundment, and transport of stray, injured, vicious, diseased and dead animals to the animal shelter, veterinary facilities, or appropriate disposal facility of dead animals; and to enforce animal control laws, codes, regulations and ordinances in the County. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class functions at a full working level of classification and exercises responsibility for the enforcement, processing, and disposition of animal control laws, violations, cases, and activities.

TYPICAL DUTIES

- Enforces county animal control ordinances and regulations governing the licensing, impounding and disposal of animals
- Patrols county roads and/or responds to complaints regarding stray, vicious, or dead animals
- Arranges for the collection of injured, diseased, or dead animals, obtains veterinary care or arranges for the transportation to impound or disposal facility as required; notifies animal owners of actions taken and procedures to be followed in claiming their animals
- Investigates complaints of animal bites, verifying rabies vaccination and enforcing quarantine as needed; gathers facts from victims, animal owners and medical staff regarding bite incidents and prepares reports
- Investigates complaints regarding livestock injuries or losses due to animal attacks and inhumane treatment of animals
- Issues notices of violation and citations to owners of animals in violation of county codes, and appears in court as required

MARIPOSA: Animal Control Officer

TYPICAL DUTIES (cont.)

- Speaks before community groups and organizations regarding animal control activities and operations
- Resolves disputes between neighbors related to animal control
- Sets traps and captures wild and stray animals
- Explains state, county, and departmental laws relating to animal control and licensing requirements
- Confers with S.P.C.A. officials and state Humane Officer regarding animal control issues
- Researches and keeps abreast of changes in animal control regulations
- Maintains records and logs of complaints, incidents and other daily activities and prepares a variety of reports
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- the laws and regulations governing the ownership, licensing, quarantine, and impounding and control of animals
- the symptoms of rabies and other common diseases affecting small animals
- animals and their behavior

Ability to:

- interpret and apply animal control regulations accurately
- operate equipment pertaining to the capture or trapping of animals
- handle sick, vicious and injured animals under varying conditions

MARIPOSA: Animal Control Officer

Ability to (cont'd):

- control and care for small animals effectively and humanely
- interact with the public in an effective and tactful manner
- read and write at the level required for successful job performance
- prepare accurate reports
- maintain accurate and complete records and daily logs
- meet the physical requirements of the job necessary to successfully perform assigned duties
- safely operate light trucks in accordance with traffic laws
- safely operate and care for firearms

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent, and some experience working with livestock or in domestic animal care.

Possession of a valid California Driver's License and the ability to obtain a certificate of completion of P.C. 832 class which qualifies the employee to use a firearm for job-related purposes.

Creation Date: 12/93
Revision Date: 10/94
Revision Date: 10/97 - B/S 97-399
Animal.frm