



# City of Los Angeles

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City of Los Angeles Personnel Department

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## DIRECTOR OF FIELD OPERATIONS

**Class Code: 4321**

**Open Date: 04-18-14**

### **SALARY**

\$105,381 to \$130,918

### **DUTIES**

The Director of Field Operations plans, directs, and coordinates the activities of the Animal Care and/or Enforcement Division of the Department of Animal Services, including enforcement of animal regulation laws, supervision of animal control services, field licensing, and district animal shelter operation; performs related administrative, personnel, and budgetary duties; fulfills equal employment opportunity responsibilities; and applies sound supervisory principles and techniques in building and maintaining an effective work force.

### **REQUIREMENTS**

1. Three years of full-time paid experience with the City of Los Angeles as a Senior Animal Control Officer; or
2. Five years of full-time paid experience with the City of Los Angeles as an Animal Care Technician Supervisor; or
3. Three years of full-time paid experience supervising staff engaged in enforcing laws and regulations, or ordinances for a public agency, or enforcing animal regulations; or
4. Three years of full-time paid experience managing an animal shelter.

### **NOTES:**

1. **In addition to the regular City application, all applicants must complete a Director of Field Operations Qualifications Questionnaire at the time of filing. The Director of Field Operations Qualifications Questionnaire is located within the Supplemental Questions Section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.**
2. A valid California driver's license is required prior to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
3. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.

### **WHERE TO APPLY**

Applications will only be accepted on-line. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### **APPLICATION DEADLINE**

Applications and Qualifications Questionnaires must be received by **THURSDAY, MAY 1, 2014.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

**Examination Weight: Interview .....100%**

The examination will consist entirely of an evaluation of qualifications by interview. In the interview, emphasis may be placed on the candidate's experience and background as they provide the knowledge of: major projects and goals of the Department of Animal Services; various district and department resources; district shelter operations, including staffing, security, supply requirements, and the services that are offered to City residents; habits, care, food, exercise and shelter requirements of various domestic animals and wildlife; equipment and methods of wildlife abatement and control; common infectious and contagious diseases of animals; City and State laws, references, ordinances, codes, and regulations relating to keeping, licensing, care, and control of animals; safety principles, practices, and regulations; first aid and emergency care; supervisory principles and practices, including Equal Employment Opportunity; and the ability to plan routine staff work for the District; identify subordinate training needs; assign priorities to various jobs; prepare and review estimates of time, cost budgets, and schedules for various programs or projects; resolve problems in an effective and creative manner; analyze data and make recommendations; keep abreast of and interpret laws, ordinances, and regulations related to animal care and control; effectively communicate technical and non-technical information verbally and in writing; deal tactfully and effectively with others; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by mail of the date, time, and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will be given during the period of **JUNE 23, 2014 to JULY 3, 2014**.

### **NOTES:**

1. This examination is based on a validation study.
2. Appointment to this position is subject to a one-year probationary period as provided by section 1011 of the Los Angeles City Charter.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
5. A final average score of 70% is required to be placed on the eligible list.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

### **THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

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