



# City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

[per.lacity.org](http://per.lacity.org)

## SENIOR ANIMAL CONTROL OFFICER

**Class Code: 4316**

**Open Date: 10-30-15**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$53,807 to \$72,537 and \$59,361 to \$80,033

### **NOTE:**

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Senior Animal Control Officer assigns, reviews, and evaluates the work of animal control personnel engaged in the enforcement of State laws and City ordinances concerning the care, treatment, licensing, and impounding of animals; supervises humane investigations and permit inspections, and exotic and dangerous wildlife control; issues citations and makes investigations of violations; testifies in court; maintains records and prepares various reports; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills Equal Employment Opportunity/workplace diversity responsibilities.

### **REQUIREMENTS**

Two years of full-time paid experience as an Animal Control Officer.

### **NOTES:**

1. 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.
2. A valid California driver's license is required upon appointment. Applicants will be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

### **WHERE TO APPLY**

Applications will only be accepted on-line. **When you are viewing the on-line 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.

### **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, NOVEMBER 12, 2015.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

**Examination Weights: Interview ..... 100%**

The examination will consist entirely of an evaluation of technical and personal qualifications by interview. In the interview, emphasis will be placed on the nature and adequacy of the candidate's experience and training as they have provided an understanding of: functions and interrelationships of other City departments and outside agencies; department regulations; safety principles and practices related to animal care and control; supervisory and administrative principles and practices including, but not limited to planning, assigning, evaluating and monitoring the work of subordinates; City personnel rules and practices including Equal Employment Opportunity responsibilities and Memorandum of Understanding (MOU) for subordinate employees; ability to: work effectively and efficiently with minimum supervision; evaluate and construct accurate and innovative solutions to problems in operations, organization, and personnel utilization; organize, plan, and monitor several activities simultaneously; accurately and quickly assess various situations while taking appropriate action under stressful conditions while ensuring safety of self and others; explain technical and legal information in lay terms; speak clearly sufficient to interact effectively with the public, co-workers, and supervisors; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews will begin during the period of **JANUARY 11, 2016 TO JANUARY 22, 2016**.

### **NOTES:**

1. 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).
2. 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.
3. A final average score of 70% is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. Candidates filing on a promotional basis will have seniority credits added to their final examination score at the rate of 0.25 of a point for each year of continuous classified City service.
6. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22, 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

### **NOTICE:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

### **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, sexual identity, sexual expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.