



# City of Los Angeles

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City of Los Angeles Personnel Department

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## ANIMAL CARE TECHNICIAN SUPERVISOR

**Class Code: 4313**

**Open Date: 08-14-15**

**Revised: 08-27-15**

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

### **ANNUAL SALARY**

\$48,211 to \$59,925

### **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**

An Animal Care Technician Supervisor assigns, reviews and evaluates the work of Animal Care Technicians engaged in the receiving, care, and disposition of animals in City animal care centers; applies sound supervisory principles and techniques in building and maintaining an effective work force, and fulfills equal employment opportunity responsibilities.

### **NOTE:**

Animal Care Technician Supervisors must be available for assignment to various shifts, weekends and holidays, at any one of the animal care centers located in Central Los Angeles, South Central Los Angeles, West Los Angeles, San Pedro and the San Fernando Valley.

### **REQUIREMENT**

Two years of full-time paid experience as an Animal Care Technician or an Animal Control Officer with the City of Los Angeles.

### **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, SEPTEMBER 3, 2015.**

### **NOTE:**

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

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

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

The examination will consist entirely of an evaluation by interview. In the interview, emphasis may be placed on the candidate's experience and background in providing the knowledge of: City laws pertaining to animal licensing, care, and impounding of animals; department adoption programs to encourage adoption of animals; animal enrichment programs sufficient to maintain the physical and mental well-being of sheltered animals; methods of feeding domestic, wild and exotic animals; appropriate symptoms of sick animals such as runny nose, listlessness and coughing; common dog and cat breeds sufficient to visually identify common breeds; proper techniques in handling a dog using a lead rope sufficient to prevent injury to the animal or technician; fundamental principles and practices of supervision, including directing, assigning, motivating, training, disciplining, and evaluating the work of subordinates; pertinent City and Personnel Department rules, policies and procedures including Memorandum of Understanding and Equal Employment Opportunity; and the ability to properly clean shelter facilities; euthanize animals; direct and coordinate and evaluate the work of groups of employees engaged in a variety of animal care technician activities; train employees regarding the hazards and safety precautions working with animals including dangerous animals; photograph animals for City web page publication; investigate and handle complaints sufficiently to reach an agreement acceptable to both parties involved; effectively communicate in writing; deal tactfully and effectively with the public, subordinates, peers, rescue organizations and management; and other necessary skills, knowledge and abilities.

At the time of the interview, candidates will be required to prepare some written material on a topic related to the duties and responsibilities of an Animal Care Technician Supervisor. This material may not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory writing session may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

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 interviews will begin during the period of **OCTOBER 26, 2015 to NOVEMBER 6, 2015**.

### **NOTES:**

1. This examination is based on a validation study.
2. 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).
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. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous classified City service will be added to the examination score of each candidate.
7. 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 and 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.

### **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.