



City of Los Angeles

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City of Los Angeles Personnel Department

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ANIMAL KEEPER

Class Code: 4304

Open Date: 07-31-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$47,397 to \$58,902

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 Keeper cares for exotic mammals, birds, and reptiles (including venomous varieties) at the Los Angeles Zoo; observes and reports on animal behavior and condition for illnesses, compatibility, imminent birth and other signs reflecting the animal's well-being; prepares food for animals as instructed; maintains the exhibit premises in a clean and aesthetically pleasing manner; answers questions about animals from the general public; may make educational and other presentations before groups, and on radio and television; and may provide training and supervision to volunteers and students in caring for animals.

REQUIREMENTS

1. One year of full-time paid experience in the care and maintenance of exotic animals with a facility similar to the Los Angeles Zoo whose core function is the exhibition of a variety of exotic animals; **or**
2. (a) Successful completion of the Animal Keeper Training program conducted by the Los Angeles Zoo; **or**
(b) An equivalent program at an accredited school or college providing classroom and field work on the basic structure and function of exotic animals; basic nutritional requirements; recognition of the symptoms of animal diseases; sanitation measures; and aspects of animal behavior.

NOTES:

1. **In addition to the regular City application, all applicants must complete the Animal Keeper Qualifications Questionnaire at the time of filing. The Animal Keeper 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. Exotic animals are any species that are not domestic such as common pets or farm animals.
3. Completion of an additional 100 hours of volunteer work in caring for exotic animals at a major zoo is desired.
4. For those applicants filing under Requirement #2a or #2b, a copy of the Certificate of Completion must be attached to the online application at the time of filing. The copy of the certificate or school transcript must be attached to the online application BEFORE the application is submitted. If the document is attached AFTER the online application has been submitted, it will not be available to the City and applicants WILL NOT be credited with completing the program or course(s).
 - a. Individuals within six months of completing the accredited program may apply. However, candidates cannot be appointed until they submit proof of having completed the program. Applicants must list their anticipated completion date in the Education section of the on-line application.
5. Applicants currently enrolled in Los Angeles Zoo Animal Keeper Training Program may file for the examination but may not receive an appointment until successful completion of the program.
6. An Animal Keeper may be exposed to personal danger during routine daily duties. An Animal Keeper may be exposed to diseased and injured animals and to dangerous chemicals used in the daily care of animals and enclosures.
7. Animal Keepers must be available to work weekends and holidays.
8. Animal Keeper assignments may be rotated among various animal "strings" to meet the needs of the Zoo.
9. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
10. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions 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).

SELECTIVE CERTIFICATION:

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training in one or more of the following areas. Only persons possessing the following as of the close of the filing period may be considered for appointment to fill such positions.

1. Six months of full-time paid experience in the care of reptiles, amphibians, fish and/or invertebrate, including hands-on work or training in working with venomous and/or poisonous species, at an accredited or licensed facility such as college, venom laboratory, zoo, or aquarium.
2. Six months of full-time paid experience in training birds for free-flight behaviors and/or falconry experience.
3. Six months full time paid experience in the care of exotic birds, including experience with propagation, artificial incubation of eggs and/or hand-rearing of chicks, at a zoo, aquarium or other accredited or licensed public or private facility.
4. Six months of full-time paid experience working with and/or training African and/or Asian elephants at a zoo, aquarium or other professional accredited or licensed public or private facility.
5. Six months of full-time paid experience in designing and refining enrichment furniture/devices for exotic animals.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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 also are available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive 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, AUGUST 13, 2015.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from July 31, 2015 in the event that additional applicants need to be tested to meet hiring needs.

QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Animal Keeper may be evaluated based on the candidate's responses to the Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of an Animal Keeper based solely on the information submitted for qualifications review will continue in the selection process.

SELECTION PROCESS

Examination Weight: Interview 100%

The examination will consist of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on the candidate's background and experience as they have provided the knowledge of basic first aid; and the ability to observe animal behavior and be sensitive and tend to their needs; work safely around dangerous animals; provide basic training and enrichment for exotic animals; learn about exotic animals, their habitats and needs; work under minimal supervision and follow instructions; exercise initiative; react calmly and quickly in emergency or stressful situations; exhibit patience necessary for handling special species of animals; use good judgment and common sense in making decisions; perform assigned duties in a responsible manner; conduct informal presentations and provide information to the public about the Los Angeles Zoo; use common hand tools such as rakes, shovels, and hammers; communicate effectively, both orally and in writing, sufficient to interpret and follow feeding and watering schedules, other instructions, and work rules; deal tactfully and effectively with supervisors, coworkers, and the public; and other necessary skills, knowledge and abilities.

Candidates will be notified later by e-mail regarding 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 **OCTOBER 5, 2015 THROUGH OCTOBER 16, 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.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time 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. 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.

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 OPEN COMPETITIVE 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.