



# City of Los Angeles

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City of Los Angeles Personnel Department

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

## ANIMAL CONTROL OFFICER

**Class Code: 4311**

**Open Date: 06-26-15**

**Revised: 03-07-16**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$45,456 to \$64,707 and \$48,024 to \$68,340

### **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 Control Officer enforces State and City ordinances dealing with the care, treatment, licensing, and impounding of animals in an assigned area of the City; picks up sick, injured, stray, vicious or unwanted animals; conducts humane investigations; conducts permit inspections, issues citations, and makes arrests; may be required to handle money accurately and collect animal licensing and other fees; and keeps records and prepares reports which may be used as legal evidence.

Animal Control Officers may work alone at night and on graveyard shifts.

### **REQUIREMENTS**

1. One year of full-time paid experience performing animal care, maintenance or control of domestic or wild animals; or
2. Successful completion of 12 semester units or 18 quarter units from an accredited college or university in Animal Science, Animal Management, Administration of Justice, or related course work.

### **NOTES:**

1. An equivalent combination of experience and education in Requirements #1 and #2 may also be accepted. (i.e., 12 semester units equal one year of experience.)
2. Applicants who lack six months or less of the required experience, or 6 semester units or 9 quarter units or less of the educational requirement, may file for this examination. However, they cannot be appointed until the full experience or educational requirement is met.
3. 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).
4. In addition to the regular City application form, each applicant is required to submit the Animal Control Officer Job Preview Questionnaire at the time of filing. The Animal Control Officer Job Preview Questionnaire is located within the Supplemental Questions Section of the City application. Applicants who fail to complete the Job Preview Questionnaire will not be considered further in this examination and their applications will not be processed.
5. Applicants filing under Requirement #2 must list in the supplemental questions section of the on-line application course titles, number of semester/quarter units, completion date, and name and location of college or university.
6. All entry-level positions in this class have been designated as temporary training positions in accordance with Civil Service Rule 5.30. Employment in such positions is not to exceed six (6) months, during which time the trainee must successfully complete a comprehensive training program consisting of both classroom and on-the-job training. Upon completion of the training program, employees will receive regular appointments to the class of Animal Control Officer and begin a six-month probationary period.
7. 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>.

### **WHERE TO APPLY**

Applications and Job Preview Questionnaires will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations.

### **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**

**APPLICATION DEADLINE**

Filing may be closed without prior notice after a sufficient number of applications are received. Immediate vacancies will be filled from among those who apply first. Other vacancies will be filled as the need arises. For administrative purposes, filing will close periodically and will reopen the following day.

## SELECTION PROCESS

<b>Examination Weights:</b>	<b>Physical Abilities Test (PAT)</b>	<b>Pass/Fail</b>
	<b>Written Test</b>	<b>100%</b>

The examination will consist of two parts: 1) a written test, and 2) a qualifying (pass/fail) physical abilities test. In the multiple-choice written test, applicants may be examined for: written communication including correct spelling and English usage; reading comprehension; arithmetic; ability to read street maps; ability to follow instructions; and other necessary knowledge, skills and abilities.

The physical abilities test consists of four parts: one to measure flexibility, one to measure upper body strength, one to measure lower body strength, and one to measure gross body coordination.

Applicants will be notified by e-mail of the exact time and place of the examination, which will be held in Los Angeles. Both the written test and physical abilities test will be given on the same day. Those who do not complete the written test and physical abilities test will be considered to have failed the examination. Only those candidates who pass the qualifying physical abilities test, will have their written test scored.

Applicants will be given a break between the written test and the physical abilities test. Due to scheduling, this break may be a few hours. You may bring a small snack with you to eat during this break. Applicants may not leave the test site until they have completed the entire examination, including during breaks. Because you will be taking the physical abilities test, be sure to wear clothing appropriate for athletic activity. Applicants should allow approximately 6 hours to complete both tests.

**APPOINTMENT IS SUBJECT TO:**

1. Being 21 years of age or older.
2. Passing a thorough medical examination, including a personality inventory evaluation administered by the Personnel Department.
3. Passing a thorough and comprehensive background investigation.

**NOTES:**

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 days 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. This examination is based on a validation study and, as provided by the Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
4. You may take this examination once every 180 calendar days. Your name may be removed from the eligible list after six months.
5. Candidates may be required to undergo a DRUG and ALCOHOL screening test based on city policy.
6. A final score of 70% on the written test and a passing score on the PAT are required to be placed on 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.