ANIMAL CARE TECHNICIAN

Class Code: 4310 Open Date: 07-18-14

ANNUAL SALARY

\$41,822 to \$51,970

NOTES:

- Higher salaries are paid for night work.
- 2. 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 receives and cares for all types of domestic and wild animals; assists with transferring animals to other shelters; explains regulations regarding disposition of animals to the public; works with the public to adopt animals both in the shelter and at mobile adoption events; cares for dangerous and/or diseased and injured animals; interfaces with medical staff regarding the health of animals; and cleans kennels, cages, vehicles, buildings, yards and equipment. Animal Care Technicians must assist in humanely euthanizing animals due to disease, injury or overcrowded conditions. Animal Care Technicians require contact with the public, volunteers, adoption partners, local veterinarians/clinics, internal staff and staff in other departments and provide excellent customer service and animal care.

NOTE:

An Animal Care Technician 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 Los Angeles, West Los Angeles, San Pedro and the San Fernando Valley.

REQUIREMENTS

- 1. 1,040 hours of experience (paid or volunteer) in the care or maintenance of companion animals, which must include dogs, cats, or rabbits; or
- 2. Completion of 3 semester units or 4 quarter units from a recognized college or university in animal health or animal care.

NOTES:

- 1. Candidates must achieve a passing score in the qualifying written test in order to be called for the subsequent portion of the examination.
- 2. Candidates qualifying under Requirement No. 2 must provide a copy of their transcripts for the qualifying course work prior to certification. Only those candidates who submit their transcripts can be certified in order of standing on the eligible list to fill existing vacancies. The transcripts should be mailed to: Personnel Department, Attention: Background Unit/Animal Care Technician (4310), 700 E. Temple Street, Room 235, Los Angeles, CA 90012.
- 3. A valid California driver's license is required. 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.
- 4. Candidates should obtain and read the Animal Care Technician Information Sheet, which describes some of the challenging aspects of the job of Animal Care Technician. The Information Sheet is available on-line at http://per.lacity.org/exams/4310sup.pdf.

WHERE TO APPLY

Applications 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 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 must be received by THURSDAY, JULY 31, 2014.

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 written test 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 18, 2014 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight:	Written Test	Qualifying
	Interview	100%

The examination will consist of a qualifying multiple-choice written test and an interview. In the qualifying written test, which will consist entirely of multiple-choice questions, candidates may be examined for knowledge of or experience in: animal care, euthanization, and rabies testing, treatment and handling, including existing hazards and the safety precautions to be observed; reading comprehension; basic arithmetic; and the ability to visually identify animal characteristics, including symptoms of illness; and other necessary skills, knowledge, and abilities.

The qualifying written test will be administered in a single half-day session on **SATURDAY**, **OCTOBER 25**, **2014** in Los Angeles. Candidates will be notified later by mail of the time and location of the written test.

Passing Score for the Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.

Candidates must achieve a passing score on the qualifying multiple-choice test in order to be scheduled for the interview.

The examination score will be based entirely on the interview. In the interview, emphasis may be place on the candidate's knowledge of: animal care, euthanization and rabies testing, treatment and handling, including existing hazards and the safety precautions to be observed; and the ability to use cameras and computers; visually identify animal characteristics, including symptoms of illness; deal tactfully and effectively with the public and others; communicate effectively orally; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by mail of the date, time, and location of the interview, which will be held in Los Angeles.

NOTES:

- 1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
- 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 if it is determined that they do not possess the minimum qualifications stated on this bulletin.
- 4. All candidates must complete a thorough medical examination administered by the Personnel Department. Candidates must be able to perform duties that frequently include lifting up to 50 pounds and occasionally up to 100 pounds.
- 5. Based on City policy, before being hired in one of these positions, you may be required to undergo a drug and alcohol screening test.
- 6. After appointment, Animal Care Technicians will be required to satisfactorily complete a four-week in-service training course conducted by the Department of Animal Services.
- 7. The incumbents of some positions in this class may be required to pass an annual or periodic work fitness evaluation to determine their eligibility for continued employment in this class.
- 8. A final average score of 70% in the interview portion of the examination is 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.