

**Senior Animal Control Officer (4316)**  
**Task List 2023**

**Supervision**

1. Assigns work to Animal Control Officers by considering factors such as priority of tasks and experience, ability, and workload of employees in order to ensure efficient completion of work.
2. Writes and reviews work schedules for Animal Control Officers, fills any vacancies through reassignment or rescheduling, and coordinates scheduling with district supervisors in order to ensure adequate staffing at an Animal Care and Control Center.
3. Conducts and attends regular staff meetings and training sessions in order to inform subordinate employees of proper procedures and changes in the Department's policies, rules, and regulations.
4. Reviews the work of other Animal Control Officers by performing activities such as observing work and reviewing reports, in order to ensure that subordinate employees accurately complete work and to provide advice or recommendations to management.
5. Controls inventory of field supplies, equipment, and fleet by reviewing and verifying supplies on hand, issuing them to subordinate employees, and ordering new ones as necessary in order to ensure adequate field supplies and equipment for Animal Control Officers.
6. Investigates and manages complaints concerning the conduct of subordinate employees by performing an investigation (e.g., interviewing parties involved, reading submitted reports, and reviewing relevant records); reaches a conclusion by considering all evidence; and, if necessary, either counseling the employee to correct problem or preparing a recommendation to the district supervisor for disciplinary action according to Department policy and submits investigation reports.
7. Evaluates the work performance of subordinate employees, prepares Employee Evaluation Reports, and meets with employees to review reports while counseling them on improvements (as necessary) in order to maintain proper job performance standards.
8. Conducts interviews for new employees and sits on interview boards for animal regulation agencies from LA County or other cities.

9. Counsels subordinate employees on training and job opportunities and ensures that they are treated equally in all job related areas in order to support the City's Equal Employment Opportunity (EEO) policies.

### **Administrative Duties**

10. Reviews field operations and makes recommendations on ways to improve efficiency in order to support the City's efficiency mandate.
11. Enforces laws regarding animal care by observing violations of city and state ordinances related to the care, treatment, and licensing of animals; contacting violators to explain violations; and either writing and issuing warnings or administrative citations or writing requests for criminal complaint.
12. Prepares and submits necessary reports and evidence to City Attorney (misdemeanors) or District Attorney (felonies) in order to request hearings or criminal prosecution for persons who have violated state and local laws related to the care and treatment of animals.
13. Resolves problems related to the release or adoption of impounded or seized animals by searching for and applying relevant laws or department policies in order to make proper disposition of impounded or seized animals.
14. Enforces compliance with security procedures for Department assets (e.g., firearms) by ensuring that subordinate staff follows established guidelines, properly securing assets and facilities, and determining proper inventories.
15. Provides information and assistance to citizens regarding the Department's more technical activities such as interpretation of state and local laws, methods to resolve difficult or unusual problems, and referral to other City departments.
16. Enters and retrieves data using the Chameleon Animal Data System and other computer systems and instructs subordinate employees in how to do the same in order to ensure that computers are used properly and efficiently.
17. Reviews animal permit applications, considers relevant laws to determine the legality of the establishment and animals, and either schedules inspection (if applicable) or issues notice to the establishment explaining why proposed keeping or use of animals is illegal and what must be done to be in compliance with the law.

18. Inspects or directs others to inspect establishments and animals while considering important factors (e.g., safety and welfare of the community and animals, sanitary conditions, and proper caging facilities), and makes a recommendation to approve, deny, suspend, or revoke animal permits (e.g., kennel permits, wildlife permits, and theatrical fees) in order to ensure compliance with local, state, and federal laws related to the importation, keeping, and maintenance of animals where special attention is required (e.g., large numbers of animals, wild animals, or animals used for commercial purposes).
19. Prepares requests for hearings resulting from recommendations to grant, deny, suspend, or revoke animal permits by providing evidence from inspections and review of records.
20. Testifies or directs subordinate employees to testify as a witness for violations or as an expert witness to provide information on an area of technical expertise.
21. Analyzes complaints (e.g., barking dog, possibly dangerous animals) by reviewing supporting statements and physical evidence; conducts meetings with parties involved; and making recommendations on possible solutions in order to attempt to resolve complaints without further action or, if not possible, to recommend a formal hearing.
22. Conducts inventories of field operation equipment and supplies and makes recommendations regarding replacement of existing resources and/or purchase of additional resources in order to assist in the preparation of the Department budget.
23. Directs others to contact General Services to arrange for routine maintenance and repair of Department equipment (e.g., automotive, radio, and emergency) and facilities (e.g., plumbing, electrical, and telephone).
24. Writes and reviews reports concerning monthly activities such as timekeeping, status of special projects, evidence for animals seized, and work statistics in order to provide management with information on Field Operation activities.
25. Performs various activities such as providing input into the planning for various disasters (e.g., major fires and earthquakes) and organizing and directing personnel and equipment in order to assist in the development and implementation of the Department's Emergency Operations Plan.
26. Directs the activities of a District Animal Care and Control Center in the absence or at the direction of the District Supervisor.
27. Reviews investigations concerning employee disciplinary actions and makes recommendations and/or presents the Department's case to the appropriate person or board such as the Department of Animal Services General

Manager, or the Personnel Department Civil Service Commission in order to act as Departmental advocate in disciplinary appeals cases.

### **Animal Care and Control**

28. Conducts or participates in difficult investigations, including those related to issues such as dangerous animals, extensive inhumane treatment, owners who fail to respond to Administrative Citations, and cases which require undercover operations, in order to ensure that all available evidence is accurately collected and documented.
29. Provides advice and ensures that proper procedures are followed for entry onto private property without a search warrant (exigent circumstances) when appropriate (e.g., immediate danger to animals or the public) and/ or prepares requests for and obtains search warrants in order to impound animals or gather evidence (e.g., animals, licensing records, and illegal apparatus used in animal fighting) from private property.
30. Participates in and coordinates joint emergency and enforcement activities involving animals with other agencies including LAPD, LAFD, County Health Department, and other animal care and control agencies.
31. Directs, conducts, and/or participates in special enforcement activities resulting from complaints or recurring problems concerning situations such as packs of roaming dogs, occult activities (mutilated animals), and dog or gamecock fighting.
32. Analyzes situations such as those involving dangerous animals or inhumane treatment while considering safety of public, employees, and animals and directs Animal Control Officers to take appropriate actions including impounding animals and issuing notices.