

County of Santa Cruz

INVITES YOU TO APPLY FOR:



Animal Control Officer I

Supplemental Questionnaire Required

Open and Promotional

Job # 22-AC5-02

Salary: \$4,094 - 4,931 / Month

Closing Date: Monday, August 22, 2022

THE JOB: The individual in this position will be part of a team that is dedicated to ensuring the safety and well-being of our pets and our community. Under the direction of the Supervising Animal Services Field Manager, the position is responsible for the apprehending and caring of animals, determining the disposition of animals, enforcing various related State and local laws and ordinances, and responding to complaints concerning unwanted, escaped or other nuisance animals. The incumbent in this position will be required to work tactfully and effectively with the public to diffuse confrontational situations. **The current need is for a substitute appointment and the list established will be used to fill other vacancies during the life of the list.**

THE REQUIREMENTS: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

One year of experience providing information, such as explaining rules and regulations to the public preferably in the handling and care and control of animals or an equivalent combination of training, education, and experience that would provide the required knowledge and abilities. **To receive credit for course work, applicants must provide the following information in the supplemental questionnaire: name of school, dates attended, course title, number of units and whether semester or quarter.**

Special Requirements: Training: Incumbents must attend and pass the euthanasia certification course as provided for by State law prior to the completion of the probationary period for this class; completion of POST course work and certification in the use of firearms and exercising the power of arrest required by Penal Code 830.9 is required prior to the completion of a probationary period for this class. Incumbents must attend and pass the Public Officer training course. **License:** Incumbent must possess or have the ability to obtain a valid Class C California Driver License. Possession of an Animal Health Technician Certificate (Registered Veterinary Technician Certificate) is highly desirable. **Background Investigation:** Departmental background investigation and fingerprints are required. Employment in these classes



requires successful completion of a criminal background investigation. **Hours:** Availability to work a flexible schedule including nights, weekends and/or holidays, and rotational stand-by duty as required. Lifting: Incumbents must be able to lift, push/pull or carry up to 50 pounds unassisted. **Special Working Conditions:** Exposure to animals who may be hostile or dangerous. Incumbents are expected to work in the field a majority of the time, and will spend an equal amount of time, standing, walking and sitting. Incumbents will wear a uniform.

Knowledge of: Techniques for communicating effectively orally, and through written expression, experience providing information, such as explaining rules and regulations to the public, preferably in the handling, care and control of animals.

Ability to: Read, understand, and explain applicable State and local laws, regulations, and ordinances; obtain cooperation and compliance from members of the public by working tactfully and effectively; analyze a situation and adopt a course of action; exercise tact and independent judgement in dealing with the public; speak to a wide range of people; prepare clear and concise reports; present a positive public image; develop and maintain working relationships with co-workers, agencies and organizations; handle sick, injured, dangerous, or dead animals and decomposing animal carcasses in a safe and humane manner; learn the physical and behavior characteristics of animals; learn breed identification; learn and recognize symptoms of rabies and other common animals diseases; learn the safe and accurate handling of animal control equipment; euthanize dangerous, sick, or unwanted animals; make simple arithmetic calculations; understand and follow oral and written instructions; safely drive a vehicle; perform other tasks as assigned; and work independently.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

ANIMAL CONTROL OFFICER I – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience enforcing rules and regulations, communicating information to the public, and preparing written reports. Please include positions held and the length of service.
2. Describe in detail your experience handling distressed, injured, ill and/or aggressive animals.
3. Describe in detail your experience dealing with hostile situations in a work environment.
4. Do you possess a Penal Code 832 Arrest Certificate?
5. Provide the following information about relevant course work you have completed: name of school, dates attended, number of units and whether semester or quarter. (If none, enter N/A or not applicable.)

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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CO/my 8/22