



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

ANIMAL CONTROL OFFICER

Salary Range (monthly)

\$2,992- \$3,143 - \$3,300 - \$3,465 - \$3,638

Currently one (1) position open

Final Filing Date: Thursday, March 15, 2007 by 5:00 p.m.

This is a promotional and open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply.

Position: Under general supervision, to perform a variety of duties involved in enforcing City, County, and State laws governing the care and keeping of animals in the city; and to impound, care for, and dispose of domestic and wild animals as appropriate.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience: One (1) year of professional animal handling and care experience.

Training: Equivalent to the completion of the twelfth (12) grade.

Physical and Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Possession of, or ability to obtain, a valid Penal Code 832 certificate within six (6) months of hire.

Special Requirements: Essential duties require the following physical skills and work environment: Ability to work in a standard office environment with some ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 lbs.; exposure to noise, outdoors, confining work space, and chemicals; ability to travel to different sites and locations.

Examples of Duties: Patrol City and County streets and roads; search for stray dogs and other domestic animals and livestock. Enforce City, County, and State animal control laws; explain ordinances relating to the care and keeping of animals to the public; issue citations for violations of animal control ordinances. Investigate animal bites; quarantine suspected rabid animals; process specimens and send to lab; conduct rabies vaccination clinics. Impound, quarantine, and dispose of animals as appropriate; transport animals to the City shelter; transport injured animals to a veterinarian for treatment. Destroy and dispose of designated animals. Assist in preparing for and conduct rabies clinics. Maintain animal shelter and surrounding grounds. Investigate reports or complaints of dogs, cats, or other animals creating nuisances and take appropriate action; investigate reports of animal abuse. Receive lost and found animal reports; assist visitors in locating missing pets. Process adoption of pets at the animal shelter. Appear in court when necessary during cases involving violations of animal regulations. Perform general office duties; answer telephone calls; provide information and explain procedures; type letters and correspondence; file rabies certificates and other documents. Follow-up on delinquent or pending dog licenses; sell dog licenses to dog owners. Pick up deceased animals from City and County streets and vet clinics. Prepare and maintain a variety of records and reports. Respond to emergency calls while off duty.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4308/FAX: (831) 636-4322. May download application: www.hollister.ca.gov. Applications must be received in the Human Resources Division Office by **5:00 p.m. Thursday, March 15, 2007**. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list. Probationary period determined by Administrative Services Department.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of Blue Cross HMO or a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: City participates in the PERS retirement system. Non-safety employees are enrolled in the 2% @ 55 plan with the single highest year benefit calculation. The employee contribution is fully paid by the City.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$50,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon management assignment.

Deferred Compensation: Optional Voluntary 457 Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: February 15, 2007

