



# City of Oakland Employment Opportunity Open

## ANIMAL CONTROL SUPERVISOR

- |                                 |   |  |
|---------------------------------|---|--|
| Open Recruitment                | ● | All qualified individuals may apply  |
| <b>Closing Date Extended To</b> | ● | <b>Friday, December 3, 2010 at 5:00 pm</b>   |
| Salary/Work Week                | ● | \$4,517 - \$5,545/month, 40 hour work week<br><i>(Currently, there is an avg. of one mandatory business shutdown day per month.)</i> |
| Civil Service Status            | ● | Classified (Job Code SC103)  |
| Emergency Response Zone         | ● | Applies to this position   |

### THE POSITION

The City of Oakland is currently recruiting to fill one Animal Control Supervisor vacancy in the Animal Services Division of the Oakland Police Department. Under supervision of the Animal Services Director, the incumbent will plan, direct and evaluate the activities of the Oakland Animal Shelter in accordance with State and local codes, laws and ordinances; and develop and implement educational programs on responsible animal care and ownership. *The eligibility list established from this examination may be used to fill other vacancies that may occur and permanent full-time and permanent part-time positions in this classification.*

Typical duties may include, but are not limited to the following:

- Plan, direct and evaluate activities of the Oakland Animal Shelter including licensing, impounding, keeping, adopting and treating animals in a humane manner
- Enforce state and local animal control and care laws and ordinances
- Develop and teach educational programs for the public regarding proper animal care and animal control
- Interface with other agencies regarding animal control issues
- Oversee and participate in the operation of clinics for injections and the evaluation and treatment of injuries
- Maintain fiscal control of incoming revenue
- Promote and enforce safe work practices
- Assist in the preparation of the section budget
- Monitor a section budget
- Prepare reports of a complex or technical nature
- Maintain records regarding animal control

### MINIMUM REQUIREMENTS FOR APPLICATION

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education:** Equivalent to the completion of the twelfth grade.

**Experience:** Three (3) years of progressively responsible work experience comparable to an Animal Control Officer in the City of Oakland. *Supervisory experience is highly desirable.*

**License:** Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment.

**Other Requirements:**

- Must be twenty-one (21) years of age or older.
- Must meet California Peace Officer Standards and Training based on California Penal Code 832 within the probationary period.
- Must pass a thorough background investigation.

**Additional Qualifications:** Bilingual skills in Spanish, Cantonese, and Mandarin and are desirable.

## QUALIFICATIONS

**Knowledge of:** physical and behavioral characteristics of common breeds of dogs and cats; methods and practices involved in animal control and care; state and local codes and regulations regarding animal control and care; principles and practices of management, supervision and training; safety principles, practices and procedures; procedures of animal euthanasia; public speaking principles and practices; public contact and community relations; budget preparation and control; and basic bookkeeping/accounting.

**Ability to:** plan, direct and evaluate an animal control program; promote and enforce safe work practices; interpret state and local codes and regulations pertaining to animal control and care; handle stressful or sensitive situations with tact and diplomacy; communicate effectively in both oral and written form; prepare and maintain fiscal records including revenue control; monitor a section budget; prepare and analyze reports of a general or technical nature; and establish and maintain effective relationships with those contacted in the performance of required duties.

## THE SELECTION PROCESS

**Stage I:** The first stage in the selection process will consist of a review of each applicant employment application, signed supplemental questionnaire and a signed Declaration of Intent to Reside Within the Residency Zone form for minimum qualifications (weighted pass/fail). **Applications submitted without all required materials will not be given further consideration.**

**Stage II:** The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency and/or veteran points) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

**Stage III:** The third stage may consist of an oral examination that may be preceded by a brief written exercise (weighted 100%) and that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening **OR** the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

## ADVISORIES

**Immigration and Reform Control Act:** In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

**Legal:** In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to **M. Gonzales**, Office of Personnel, 150 Frank H. Ogawa Plaza, 2<sup>nd</sup> Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-6930.

**Background Checks and Drug Testing:** The City may conduct a criminal background check, credit check, and/or qualifications check for applicants depending on the position sought. Final applicants will be required to sign an informed consent authorization form allowing the City to obtain their criminal history, credit report, and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent authorization form will not be considered further for the position.

The City of Oakland is a drug-free workplace. Job offers for certain positions may also be contingent upon passing a drug test.

## HOW TO APPLY

City of Oakland application documents may be obtained in person or by sending a self-addressed stamped envelope and request to the Office of Personnel, 150 Frank H. Ogawa Plaza, 2<sup>nd</sup> Floor, Oakland, CA 94612-2019. You may also call (510) 238-3112 for information.

You may access a copy of the City's announcement and a Microsoft Word or PDF version of the employment application at the following Internet address: [www.oaklandnet.com](http://www.oaklandnet.com). Click on City Jobs to view current openings or access the employment application.

## DATE OF EXAMINATION

To Be Announced

The City of Oakland is an EEO/ADA Employer. Please read the City of Oakland's Employment Information Pamphlet, which can be viewed online, prior to applying for a position at the City of Oakland.

M. Gonzales; (510) 238-6550  
10-SC103-092/classified  
Opens: 10/25/10  
Closes: 11/15/10  
Extended: 12/03/10

**ANIMAL CONTROL SUPERVISOR  
SUPPLEMENTAL QUESTIONNAIRE**

**FINAL FILING DATE EXTENDED TO: FRIDAY, DECEMBER 3, 2010 AT 5PM**

The supplemental questionnaire is intended to give you the opportunity to identify your qualifications and experience in specific job-related areas. Please return all completed application materials on-line, in person, or by mail to the Office of Personnel, 150 Frank H. Ogawa Plaza, Second Floor, Oakland, CA 94612-2019 no later than 5pm on Friday, December 3, 2010. Postmarks will not be accepted. Applications submitted without all required materials will not be given further consideration.

**INSTRUCTIONS**

Respond to each of the following questions. Typewritten pages are preferred if you are not applying on-line. Please be sure your experience relates directly to this position. The information you provide will be verified prior to a final offer of employment. Please specify the organization or jurisdiction for which you worked, your title, and the name and contact information of a supervisor who can verify the information you have provided. Place this information at the beginning of each response.

Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your rank on the list (before residency and/or veteran's credit is added).

**Please type ONLY the last six digits of your Social Security Number on the top of each page.**

1. Please describe your background (education, training, and experience) in dealing with animals and how it relates to this position.
2. Please describe your experience writing reports. Indicate the types of reports you have written and for whom (include any experience writing crime reports, follow up investigations, and personnel evaluations). Please submit an example of your work.
3. Please describe your ability to calm emotional people. Include a description of how you would attempt to resolve conflict with a hostile resident.
4. Please describe your supervisory experience and explain your management style/approach.

**CERTIFICATION OF APPLICANT**

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge. Please sign and return this page with your application materials.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Last 6 Digits of Social Security Number)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Date)

**DECLARATION OF INTENT TO RESIDE WITHIN THE  
EMERGENCY RESPONSE RESIDENCY ZONE**

I, \_\_\_\_\_, declare that:  
(Print Full Name)

1. I am applying for a position in the classification of **Animal Control Supervisor** with the City of Oakland. I understand that if I am hired for the aforementioned position I will be required to reside at all times during the course of my employment within the City’s established residency zone for emergency responder personnel.
2. I have reviewed the list of zip codes appearing at the bottom of this declaration that reflect the geographic areas that constitute the required residency zone.
3. I further understand that I will have to show satisfactory proof to the City of my residency compliance no later than at the time I begin to perform compensable services for the City in the aforementioned job classification. I understand that any delay in my ability to show such proof may result in either the City’s withdrawal of its offer of employment or actual termination of my employment.
4. As part of my application I hereby declare my intent to reside within the residency zone by the time of hire if the City offers me and I accept the aforementioned position.
5. I declare under the penalty of perjury that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, California.

\_\_\_\_\_  
Signature of Applicant

<p><b>Emergency Response Zip Codes:</b>            94501, 94502 (Alameda); 94706 (Albany); 94702 <b>to</b> 94710, 94720 (Berkeley); 94546, 94552 (Castro Valley); 94530 (El Cerrito); 94803 (El Sobrante); 94608 (Emeryville); 94540 <b>to</b> 94545, 94557 (Hayward); 94547 (Hercules); 94549 (Lafayette); 94556 (Moraga); 94601 <b>to</b> 94613 (except 94604), 94618, 94619, 94621 (Oakland); 94563 (Orinda); 94611 (Piedmont); 94564 (Pinole); 94801, 94802, 94804, 94805, 94807, 94808 (Richmond); 94577, 94578, 94579 (San Leandro); 94580 (San Lorenzo); 94806 (San Pablo). Individuals using post office boxes or general delivery addresses must show additional proof of actual residency in the zone.</p>
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Note: Represented employees hired prior to January 1, 1996, shall not be subject to the residency requirement described above.