

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: April 11, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 80 FY 15/16 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective April 11, 2016.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 80
Fiscal Year: 2015/2016
Posted Date: 04/01/2016
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	3371	Animal Care Supervisor
2	3376	Animal Care Assistant Supervisor

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Victor H Vallejo, Clerk, at (415) 557-4965 or by email at Victor.h.Vallejo@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

cc: All Employee Organizations
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Animal Care Supervisor
Job Code: 3371**

INTRODUCTION

Under the general direction of the Deputy Director of Animal Care and Control, serves as part of the management team with primary responsibility for planning, directing and overseeing the kennel operation of the Animal Shelter; ensuring the humane handling and care of shelter animals, and safe, sanitary and secure facilities for shelter animals and the public.

DISTINGUISHING FEATURES

This classification is distinguished from Assistant Animal Care Supervisor in that the incumbent has overall responsibility for the kennel operations of the Animal Shelter and the full range of supervisory functions over Animal Care Division staff.

SUPERVISION EXERCISED

Supervises assigned staff and volunteers.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plans, directs and oversees the operation of the Animal Care Division: ensures the safe and humane handling, kenneling and identification of all animals; ensures provision of food, water and proper care for all shelter animals; ensures that all kennels, wards, cages, equipment, runs and other areas of the facility are cleaned and disinfected in order to maintain a healthy, clean, safe and sanitary facility for shelter animals and the public.
2. Assesses productivity, sets goals and establishes work-related priorities for Animal Care Division; identifies and implements solutions to problems which develop in kennel facilities; assists in the development of policies and procedures for the Division; coordinates work with other divisions.
3. Schedules, assigns, and oversees the work of assigned staff and volunteers; trains, evaluates, counsels and disciplines staff; promotes a humane and caring attitude toward animals; completes and presents performance appraisals; facilitates bi-weekly Animal Care Division meetings; monitors staff interaction with volunteer programs.
4. Establishes and maintains contacts with other City departments, SPCA and other outside groups and agencies in relation to the functions of the Animal Care Division; oversees the transport of selected animals to wildlife rehabilitation and occasionally for breed rescue and foster families.
5. Assists Shelter Veterinarian in developing and implementing a comprehensive disease prevention program; oversees basic health screening of all animals, including those that are isolated or quarantined, for signs of illness or unusual behavior; takes appropriate action and

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**Title: Animal Care Supervisor
Job Code: 3371**

reports significant problems to Veterinary Medical services staff; monitors Animal Care staff performing treatment procedures, vaccination, and FIV/Felv testing of shelter animals.

6. Evaluates animals, performs behavioral assessments, and participates in selection of animals for availability, rescue, adoption, transfer or euthanasia in accordance with established laws, departmental policy and procedures; schedules and performs euthanasia of selected shelter animals; schedules spay/neuter surgeries.

7. Ensures availability of animal care supplies, food, office supplies and equipment, including ordering supplies, food and equipment, and maintaining contacts with outside vendors.

8. Ensures maintenance of accurate and legible case files and records for each animal in the shelter; uses a computer to input, update and access information regarding shelter animals and to produce written documents.

9. Provides information and assists members of the public who are relinquishing animals or in search of lost or adoptable pets; discusses and educates public on adoptions of domestic animals; interprets and explains laws, procedures and policies for subordinate staff and the public; answers questions and resolves problems as they arise.

10. Participates in management functions, including weekly management team meetings, special events and representing the department in the media if necessary.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of supervising, training and evaluating staff; methods for safe, effective and humane handling and restraint of a variety of animals, including animals which may be ill, injured, quarantined, aggressive or difficult to control and wild animals such as snakes, skunks, pigeons and raccoons; physical and behavioral characteristics of different species and breeds of animals; occupational hazards and safety precautions for working with impounded animals; safe and effective methods and procedures for industrial cleaning and sanitation of kennels and other areas; techniques of administering vaccinations and euthanasia by injection; first aid techniques and symptoms of diseases common to domestic animals and wildlife.

Ability to: Plan, direct, schedule and oversee the operation of the Animal Care Division; assess productivity and set goals; coordinate work with other divisions; supervise, evaluate, train, counsel and discipline assigned personnel in the safe and humane care of impounded animals and cleaning of kennel facilities; effectively prioritize multiple tasks for self and others; work effectively under pressure, react quickly in emergency situations; learn laws and regulations governing the licensing, quarantining, impounding, care and disposal of animals; analyze information in order to identify and implement solutions to problems which develop in kennel facilities and assist in the development of policies and procedures to address these issues; deal courteously and effectively with staff, representatives of other departments and agencies, vendors, and members of the general public from a variety of cultural and socioeconomic

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Animal Care Supervisor
Job Code: 3371**

backgrounds, including individuals who may be angry, hostile or distraught and/or in violation of the law; establish and maintain effective, cooperative and professional working relationships; speak clearly and effectively in order to give instructions and communicate work-related information to individuals and groups in a manner that is appropriate to the audience; listen and effectively elicit information; prepare clear and effective written instructions, memos, correspondence and reports; use a computer to access, input and retrieve work-related information and to prepare written documents.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience: Two (2) years of hands-on experience as an animal care attendant or kennel attendant in an animal shelter, including one year training and supervising the work of staff.

License and Certification:

Possession of a valid California Driver's License

Successful completion of state-mandated euthanasia training and certification within one (1) year of hire.

Substitution:

Three (3) years of hands-on experience in the care, feeding and/or handling of animals in a facility that cares for and houses animals (e.g. veterinary hospital, boarding or pet day care facility, or pet store), working principally with dogs and cats, including two (2) years training and supervising the work of staff may substitute for the required experience.

Thirty (30) semester/forty-five (45) quarter units of coursework in an animal husbandry, veterinary science or a related program at an accredited college or university may substitute for one (1) year of the required non-supervisory experience.

SUPPLEMENTAL INFORMATION

Working conditions require: exposure to strong and/or unpleasant odors, including those from animal excrement, cleaning agents and chemical compounds, and frequent exposure to noise; lifting of equipment and objects up to 50 lbs.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Animal Care Supervisor
Job Code: 3371**

PROMOTIVE LINES

From: 3376 Animal Care Assistant Supervisor

ORIGINATION DATE: 5/15/1989

AMENDED DATE: 9/9/01; 6/27/03; 04/11/16

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFCCD SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Animal Care Assistant Supervisor
Job Code: 3376**

INTRODUCTION

Under direction of the Animal Care Supervisor, assists in supervising the kennel operation of the Animal Shelter, ensuring safe, sanitary and secure facilities for shelter animals and the public as well as the humane handling and care of shelter animals.

DISTINGUISHING FEATURES

This classification is distinguished from Class 3371 Animal Care Supervisor in that the latter has overall responsibility for the kennel operations of the Animal Shelter and the full range of supervisory functions over Animal Care Division staff.

SUPERVISION EXERCISED

Assists in supervising and providing technical direction and oversight to assigned staff and volunteers.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assists in scheduling, assigning, training and monitoring the work of assigned staff and volunteers; oversees the daily operation of the facilities in the absence of the Animal Care Supervisor.
2. Ensures the safe and humane handling and kenneling of all animals and the identification of shelter animals with appropriate tags or bands before kenneling; handles and kennels animals and oversees the work of staff and volunteers performing these functions.
3. Ensures provision of food, water and proper care for all shelter animals by adhering to schedules and protocols within departmental policy; performs these tasks as needed.
4. Ensures that all kennels, wards, cages, equipment, runs and other areas of the facility are cleaned and disinfected with appropriate cleaning agents in order to maintain a healthy, clean, safe and sanitary facility for shelter animals and the public; performs cleaning tasks as needed.
5. Under the direct and indirect supervision of the Shelter Veterinarian, provides and oversees treatment, vaccination and FLV/Felv testing of shelter animals by adhering to schedules and protocols within departmental policy.
6. Inspects and monitors all animals, including those that may be isolated or quarantined, for signs of illness or unusual behavior; recommends appropriate action and reports significant problems to the Veterinary Medical services staff or the Animal Care Supervisor.
7. Performs limited temperament testing, evaluation, selection and disposition of animals for

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**Title: Animal Care Assistant Supervisor
Job Code: 3376**

euthanasia in accordance with established laws, departmental policy and procedures; schedules euthanasia of shelter animals; performs the euthanasia of animals by injecting selected animals with controlled substances in accordance with established laws and departmental policy.

8. Assists in the screening and selection of animals to be made available for adoption; schedules spay/neuter surgeries; arranges for breed rescue and foster families for appropriate animals; serves as day-to-day contact for transfer of selected animals to SPCA.

9. Monitors and ensures availability of animal care supplies, food, office supplies and equipment, including performing related inventory, ordering and stocking functions.

10. Maintains accurate and legible case files and records for each animal in the shelter; uses a computer to input, update and access information regarding shelter animals and to produce written documents.

11. Provides information and assists members of the public who are relinquishing animals or in search of lost or adoptable pets; discusses and educates public on adoptions of domestic animals.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: methods for the safe, effective and humane handling and restraint of a variety of animals, including animals which may be ill, injured, quarantined, aggressive or difficult to control and wild animals such as snakes, skunks, pigeons and raccoons; physical and behavioral characteristics of different species and breeds of animals; occupational hazards and safety precautions for working with impounded animals; safe and effective procedures for industrial cleaning and sanitation of kennels and other areas; animal first aid techniques and symptoms of animal diseases common to domestic animals and wildlife; techniques of administering vaccinations and euthanasia by injection.

Ability to: learn laws and regulations governing the licensing, quarantining, impounding, care and disposal of animals; assign, monitor and train assigned personnel in the safe and humane care of impounded animals and cleaning of kennel facilities; effectively prioritize multiple tasks for self and others; identify and recommend solutions to problems which develop in kennel facilities; deal courteously and effectively with co-workers, staff and members of the general public from a variety of cultural and socioeconomic backgrounds, including individuals who may be angry, hostile or distraught; maintain effective, cooperative and professional working relationships; speak clearly and effectively in order to give instructions and communicate work-related information; listen and elicit information; prepare clear and effective written instructions, memos and other documents; accurately document information in case records and files; learn the use of the department's computer to access, input and retrieve work-related information; bend, stoop, stretch, and crawl in the performance of assigned duties; lift and carry objects and equipment weighing up to 50 pounds.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Animal Care Assistant Supervisor
Job Code: 3376**

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

One (1) year (2000 hours) of experience as an animal care attendant or animal care technician in an animal shelter.

License and Certification:

Possession of a valid California Driver's License

Successful completion of state-mandated euthanasia training and certification within one year of hire.

Substitution:

Two (2) years (4000 hours) of hands-on experience in the care, feeding and/or handling of animals in a facility that cares for and houses animals (e.g. veterinary hospital, boarding or pet day care facility, or pet store), working principally with dogs and cats may substitute for the required experience.

Thirty (30) semester/forty-five (45) quarter units of coursework in an animal husbandry, veterinary science or a related program at an accredited college or university AND one (1) year of hands-on experience in the care, feeding and/or handling of animals in a facility that cares for and houses animals (e.g. animal shelter, veterinary hospital, boarding or pet day care facility, or pet store), working principally with dogs and cats, may substitute for the required experience.

SUPPLEMENTAL INFORMATION

Working conditions require: exposure to strong and/or unpleasant odors, including those from animal excrement, cleaning agents and chemical compounds, and frequent exposure to noise; lifting of equipment and objects up to 50 lbs.

PROMOTIVE LINES

From: 3370 Animal Care Attendant

To: 3371 Animal Care Supervisor

ORIGINATION DATE: 1/24/01

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Animal Care Assistant Supervisor
Job Code: 3376**

AMENDED DATE: 04/11/16

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFCCD SFUSD