

City and County of San Francisco  
Micki Callahan  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
www.sfdhr.org

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

Date: January 24, 2020

Re: **Notice of Proposed Classification Actions – Final Notice No. 22 FY 2019/2020  
(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 January 24, 2020.

Micki Callahan  
Human Resources Director

by:

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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 Operations  
Micki Callahan, DHR  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Theresa Kao, 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:** 22  
**Fiscal Year:** 2019/2020  
**Posted Date:** 01/16/2020  
**Reposted Date:** N/A

**ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached)**

Item #	Job Code	Title	Salary	Bargaining Unit
1	3379	Animal Control Supervisor	\$75,218- \$91,442	0024

**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](mailto: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.

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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

**Title: Animal Control Supervisor  
Job Code: 3379**

**DEFINITION**

Under general direction, oversees animal control field operations activities including enforcing compliance with city and state laws governing the restraint, licensing, vaccination, impoundment, care and quarantine of animals.

**DISTINGUISHING FEATURES**

3379 Animal Control Supervisor is distinguished from 3378 Animal Control Assistant Supervisor in that the former has overall management responsibility as a second-level supervisor for field services. It is further distinguished from 3371 Animal Care Supervisor in that the latter has responsibility for kennel operations.

**SUPERVISION EXERCISED**

Supervises subordinate staff.

**EXAMPLES OF 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 field services division.
2. Assures that stray animals are humanely handled, confined and transported to the shelter for impoundment and that first aid is administered when necessary.
3. Evaluates requests for service, including complaints about the care, treatment and control of animals, establishes priorities and directs appropriate responses.
4. Coordinates with the Sheriff, SFPD, District Attorney's Office, the Crime Lab and veterinary pathologists to ensure that the department successfully prepares cases for prosecution.
5. Responds to problems, complaints or calls for service relating to animal control procedures; explains decisions and interprets laws, procedures and policies; directs and conducts investigations; assures that laws and departmental rules and policies are followed.
6. Monitors case files, work records and activity reports for clarity, accuracy, completeness and adequacy of service in response to calls.
7. Oversees department's efforts to minimize interactions between the public and wildlife.
8. Educates the public about responsible pet ownership and promotes a humane and caring attitude towards animals and makes presentations to community groups regarding animal care and control issues.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: safe and effective animal handling, restraint and confinement; characteristics of various breeds, symptoms, diseases, first aid and emergency medical care; domestic animals and wildlife endemic common to the San Francisco area; public health protocols, zoonotic disease and vector control; effective law enforcement techniques and provisions relating to search and seizure, gathering, preserving and presenting evidence; laws and regulations relating to the care and control of animals; modern principles of supervision.

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

**Title: Animal Control Supervisor  
Job Code: 3379**

Ability or Skill to: plan, organize, supervise and train subordinates in the performance of animal control activities; work efficiently under pressure, react quickly and effectively in emergency situations; establish priorities and make rapid decisions; interpret and enforce rules, laws and policies; deal effectively in a tactful, firm and courteous manner with others; establish and maintain effective and professional working relationships; use a computer system; use radio equipment according to FCC regulations; address animal care and control issues before civic and community groups; communicate effectively orally and in writing; safely operate a motor vehicle and equipment to transport animals and other moving objects weighing up to 50 lbs.

**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:

Three (3) years of experience as an animal control officer, of which one (1) year was in a supervisory capacity.

License and Certification:

Possession of a valid California driver license.

Successful completion of the Penal Code 832 course, state-mandated euthanasia training, and Animal Control Officer Academy within the probationary period.

Substitution:

Experience as a law enforcement officer holding a valid P.O.S.T. Certificate, a licensed veterinary technician, or a zoo/animal keeper may substitute for up to one (1) year of the required non-supervisory experience.

Completion of coursework in animal husbandry, veterinary science or related program at an accredited college or university may substitute for up to six (6) months of the required non-supervisory experience (30 semester / 45 quarter units equals one (1) year).

**SUPPLEMENTAL INFORMATION**

Nature of work requires: on-call availability; frequent exposure to areas with hazards and other unpleasant elements; lifting and carrying heavy equipment or animals; bending, stooping, stretching, crawling, running short distances, climbing and working in narrow or elevated spaces; safely transporting animals in departmental vans.

**PROMOTIVE LINES**

From: 3378 Animal Control Assistant Supervisor

**ORIGINATION DATE:** 01/24/20

**AMENDED DATE:**

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

**Title: Animal Control Supervisor  
Job Code: 3379**

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN