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December 30, 2022

The Honorable Karen Bass
Mayor, City of Los Angeles
200 N. Spring Street, Room 303
Los Angeles, CA 90012

Attention: Ms. Heleen Ramirez, Office of the Mayor

**RE: REPORT TO THE CITY COUNCIL REGARDING A REVIEW OF THE QUALIFICATIONS FOR
THE POSITION OF ANIMAL CARE TECHNICIAN**

Recommendation for Council Action, subject to the approval of the Mayor:

NOTE AND FILE this Memorandum as this Memorandum is for informational purposes only

Discussion:

This report is provided in response to the October 7, 2022 Council Motion (CF # 22-1174) that requested the Department of Animal Services (Department), and the Personnel Department to review the qualifications and the training regimen for the position of Animal Care Technician (ACT) and determine how both can be upgraded, including any impact that doing so might have on salary range and benefits.

Per the most recent civil service examination job bulletin promulgated by the Personnel Department, the qualifications required to participate in the examination process for ACT was as follows:

1,040 hours of experience (paid or volunteer) in the care or maintenance of companion animals, which must include dogs, cats, or rabbits; **or**

Completion of 3 semester units or 4 quarter units from an accredited college or university in animal health or animal care.

The eligible list established upon the completion of the exam included sixteen (16) candidates.

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SUBJECT: REPORT TO THE CITY COUNCIL REGARDING A REVIEW OF THE QUALIFICATIONS FOR THE POSITION OF ANIMAL CARE TECHNICIAN

At present, the Department has had no issue with the quality of the candidate pool achieved through the civil service examination for ACT and believes that changing the required qualifications to make them more stringent or difficult to attain would further limit future candidate pools obtained through the examination process.

To supplement the hiring needs for ACT that we are unable to achieve solely through certifying the eligible list, the Department has been able to hire using the Targeted Local Hire Program (TLH). Over the past four years, the Department has filled over seventy vacancies through TLH in various positions such as License Canvasser, Administrative Clerk and ACT. Changing the qualifications for ACT to make them more stringent would preclude the Department from using TLH to supplement its hiring needs for ACT.

To better prepare ACTs for their work assignments, the Department would prefer to improve the training selected candidates receive during their over six-week training period provided upon assignment to the position. The Department would like for all ACTs to attend an agitator course as part of the required training curriculum for selected ACTs. This is a two day training course which includes classroom training on dog behavior and a field exercise that allows attendees, wearing proper protective gear, to experience direct physical contact with agitated dogs. Employees who have previously taken this course have advised that the training has been invaluable to them in both shelter and field situations where they have encountered aggressive dogs. The Department believes this training will not only prepare ACTs for handling aggressive dogs, it will also potentially reduce the number and severity of dog bites to employees.

The cost for the training is \$300 per person. The Department has requested increased funding as part of our FY 2023-24 budget package to provide this training for all new and existing ACTs and Animal Control Officers.

Fiscal Impact:

This report is for informational purposes only. As presented, there is no impact on the City's General Fund.

If you have any questions on this matter, please contact Curtis Watts, Assistant General Manager via e-mail at curtis.watts@lacity.org.

Respectfully submitted,



Annette G. Ramirez
Interim General Manager