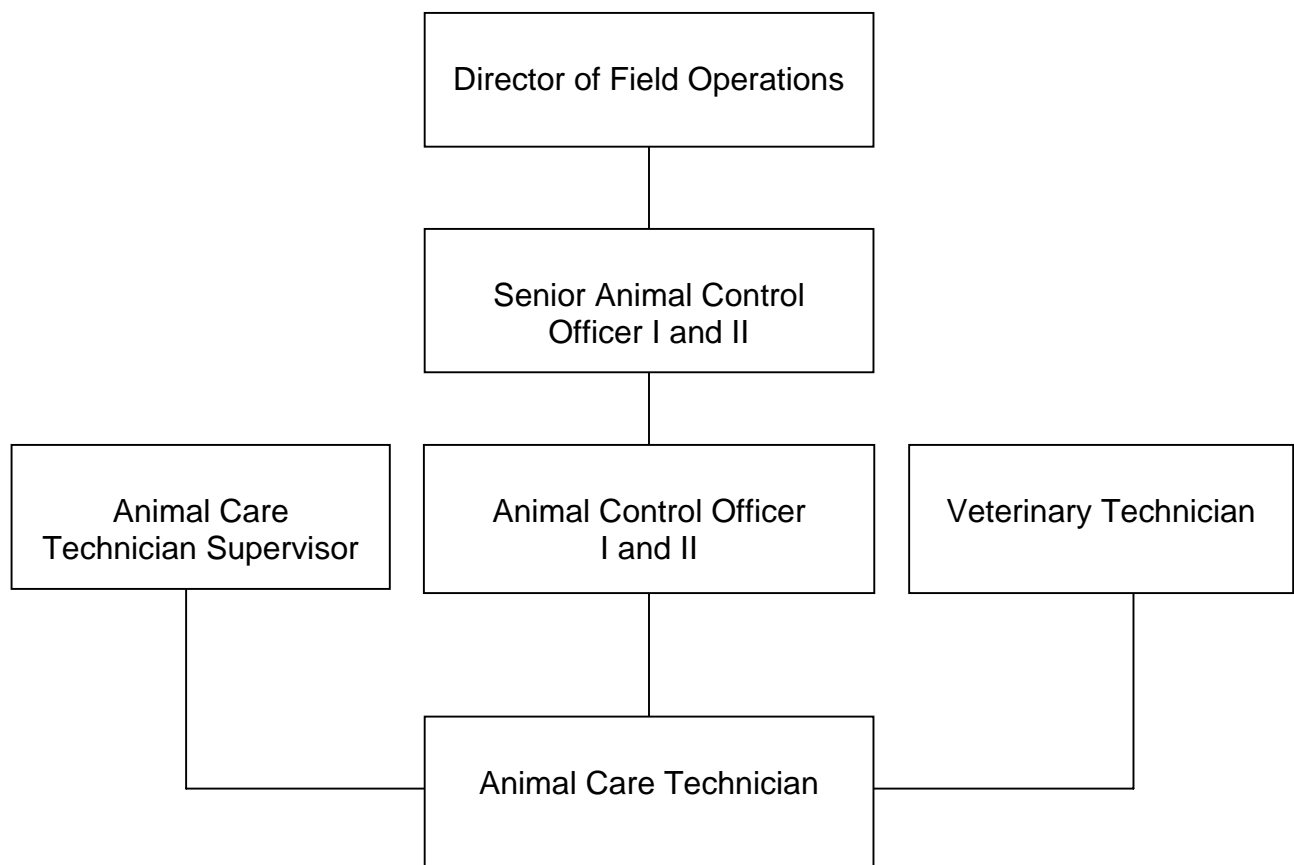


**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR ANIMAL CARE TECHNICIAN**

This information is being given to you to describe potential opportunities as an Animal Care Technician. The career ladders that Animal Care Technicians most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review the class specifications and some job bulletins through the Personnel Department's website at [www.lacity.org/PER](http://www.lacity.org/PER) or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



**DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL**

**Animal Control Officer**

Duties: Enforces State and City ordinances dealing with the care, treatment, licensing, and impounding of animals in an assigned area of the City; picks up sick, injured, stray, vicious or unwanted animals; makes humane investigations, conducts permit inspections, issues

citations, and makes arrests; and keeps records and prepares reports which may be used as legal evidence.

**Requirements:**

1. One year of full-time paid experience performing animal care, maintenance or control on domestic or wild animals; or
2. Successful completion of 12 semester units or 18 quarter units in a recognized college or university in Animal Science, Animal Management, Administration of Justice, or related course work.

An equivalent combination of experience and education in Requirements 1 and 2 may also be accepted, (i.e., 12 semester units equal one year of experience).

**Animal Care Technician Supervisor**

**Duties:** Assigns, reviews and evaluates the work of Animal Control Technicians engaged in the receiving, care and disposition of animals in City animal shelters; applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

**Requirements:** Two years of full-time paid experience in the care of animals or the enforcement of animal regulation laws.

**Veterinary Technician**

**Duties:** Assists a Veterinarian by performing routine and sub-professional duties in the medical or surgical treatment of animals at the City's animal shelters or spay and neuter clinics; performs euthanasia-by-injection and immunizations under the direction of a licensed Veterinarian; administers emergency medical treatment to injured animals; and does related work.

**Requirements:**

1. Two years of full-time paid experience as an Animal Keeper or Animal Care Technician for the City of Los Angeles; or
2. Two years of full-time paid experience in the care of animals, at least one year of which was in assisting a licensed Veterinarian in the medical examination and treatment of animals.

**License:** A valid California driver's license and good driving record is required.

**Certification**

A valid Registered Veterinary Technician (RVT) certificate or a valid Animal Health Technician (AHT) certificate issued by the California Board of Examiners in Veterinary Medicine is required at the time of filing. The Registered Veterinary Technician certificate was formerly called Animal Health Technician certificate.

Note: The above information does not replace class specifications and examination bulletins.

## **PREPARING YOURSELF FOR PROMOTION**

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.

(Rev. 7/06)  
(D-2:Career Ladders A-D)