

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Animal Control Officer

**JOB CLASSIFICATION** Animal Control Officer

**DOT TITLE** Animal Control Officer

**DOT NUMBER** 379.263-010

**DEPARTMENT** Executive Services

**DIVISION** Records, and Licensing Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 25 including 14 field officers & 11 shelter officers.

**CONTACT'S NAME & TITLE** Al Dams, John Diel and Steve Couvion

**CONTACT'S PHONE** 206-205-6306 (Al Dams)

**ADDRESS OF WORKSITE**

21615 64<sup>th</sup> Avenue South  
Kent, WA 98032

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 3/12/04

**VRC NAME** Jeff Casem

**DATE REVISED** 05/20/08

**VRC NAME** Carol Gordon

**DATE REVISED** 6/1/09

**WORK HOURS**

When on an 8 hours shift the employee works 9:30-6:30 or 7:30-4:30 with a 1-hour lunch and 2 15-minute breaks. When on an 10-hour shift the employee works 7:30am-6:30pm with a 1-hour lunch and 2 15-minute breaks. The employee can choose the work schedule based upon seniority.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)

Required on a rare occasion for persons on the 11-hour schedule.

**JOB DESCRIPTION**

Provides customer service at shelter or in the field. Investigates complaints, writes reports, enforces rules and regulations problem solves between conflicting parties. Cleans, feeds, waters and monitors all animals held at the animal control shelter; euthanizes animals; operates all related equipment to maintain shelter and grounds; educates public on animal adoption, behavior, training, husbandry, laws and policies; vaccinates all dogs and cats upon arrival at shelter; establishes and increases public awareness regarding positive pet ownership and care via public education and counseling, as needed; screens and counsels potential adopters to make sure adopted animals will receive healthy and humane care; performs counter duties of receiving and redeeming animals, issues licenses and answers general inquiries from the public; cleans and

sanitizes shelter with provided equipment to maintain a healthy and humane environment for animals; medicates sick or injured animals as prescribed by veterinarian; performs other duties as assigned. Assignments to the field or shelter are bid by guild seniority.

### **ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

Ability to deal courteously and tactfully with the general public and maintain composure in difficult and stressful situations. Lift 60 pounds and/or complete a physical examination of animals. Ability to handle animals in a humane manner under a variety of situations, perform moderately strenuous tasks and lift animals of all sizes. Ability to use computers and to be on call for hours outside of normally assigned shift. Must have a Washington State driver's license with no moving violations within the past three years. Ability to drive safely throughout King County on tight deadlines. Assignments to the field or shelter are bid by guild seniority and employees must be able to work in the field or in the shelter.

### **ESSENTIAL FUNCTIONS**

1. Provides high quality customer service at the shelter and in the field.
2. Cleans, feeds, waters and monitors animals held at the shelter.
3. Cleans cages and floors where animals are held at the shelter.
4. Educates the public on responsible pet ownership, and appropriate animal care and on applicable rules and regulations.
5. Vaccinates all dogs and cats upon arrival at the shelter.
6. Performs service counter duties including receiving, adopting and redeeming animals, issuing licenses and answering questions from the public.
7. Cleans and sanitizes the shelter to maintain a healthy and humane environment.
8. Cares for and medicates sick or injured animals as prescribed by veterinary staff.
9. Investigates complaints and issues citations, warnings, and licenses.
10. Other duties as assigned.
11. Works with volunteers at the shelter.
12. Attends court appearances as needed.
13. Euthanizes animals.

### **NON-ESSENTIAL FUNCTIONS**

1. Various committees.
2. Using a tranquilizer gun.

**PERSONAL PROTECTIVE EQUIPMENT USED**

Gloves, survival/1<sup>st</sup> aid kit, fire extinguisher, whistle, come along pole, pepper spray, rubber boots, ear protection, eye protection, vest, hard hat, disposable apron, jumpsuit, rain gear, face mask and hazmat suit.

**OTHER TOOLS & EQUIPMENT USED**

Report forms, clipboard, plastic cat carrier, truck, snappy snare, 2-way radio, cell phone, pager, County truck, lariats, lead ropes, wire cutters, machete, ropes, computer, leash, net, cage, come-along (long pole with noose), telephone, copy machine, needles, hoses, scrub brushes, foaming cleaner, brooms, dust pan, snake prongs, nets, computer, copy machine, washing machine, dryer, microchips, dishwasher, microchip scanner, traps, anti-fatigue mats, cash register and medications.

**PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time  
Frequently = occurs 33-66% of the time  
Occasionally = occurs 1-33% of the time  
Rarely = may occur less than 1% of the time  
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

**This job is classified as**

Light according to the DOT, but in this particular position it is Heavy.

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-2- pounds of force constantly to move objects.

**Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on all conceivable surfaces for up to 10 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while providing customer service at the front desk, performing computer duties at the front desk, investigating complaints, issuing warnings, loading/unloading truck and conversing with the general public. When working at the front desk at the shelter the employee may have the opportunity to alternate between sitting and standing in accordance with business demand.

**Walking**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on all conceivable surfaces for distances of up to 100 feet for up to 3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while walking to and from the kennel area, truck, residences and shelter as well as when searching for animals and performing rescues. On a very rare occasion the employee could walk a few miles to complete an animal rescue when performing field duties.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently to continuously on an office chair or automobile seat for up to 2 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while talking on the telephone when responding to voicemails and telephone inquiries from the general public as well as when driving, performing computer duties, interviewing people and completing reports and forms. When working in the shelter the employee sits for up to 4 hours per shift while performing some of the computer duties.

**Climbing stairs**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 1 minute at a time while climbing up to 3 flights at a time for up to 15-20 minutes total in a work shift. Most commonly occurs while going to and from residences, which may include an occasionally apartment building. Climbing stairs only occurs while performing field duties.

**Climbing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on a ladder or vehicle to heights of up to 3 feet for 5-7 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while climbing up a stepladder to retrieve an animal from a high cage, climbing in and out of a County truck, climbing over a fence or using a ladder for an animal rescue. The employee may also climb a stepladder 30-120x day when cleaning high cages.

**Balancing**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on uneven ground for up to 30 minutes at a time for up to 4 hours total in a work shift. Most commonly occurs while traversing uneven or slippery ground in adverse weather conditions, washing cages and floors or while manipulating an animal with a come along. Balancing is also used while standing on a stepladder when cleaning high cages.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 1 minute at a time for up to 1 hour total in a work shift. Most commonly occurs while unloading and searching for animals as well as when cleaning upper cages.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while completing paperwork, reading maps, completing reports, reading materials, performing computer duties, performing immunizations, scanning for microchips, putting animals on leashes, euthanizing animals and completing logs.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on all conceivable surfaces for up to 5 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while cleaning low cages, putting a leash on a dog, picking up animals, scanning animals for microchips, washing animals, scooping kitty liter, performing laundry, loading/unloading a dishwasher, vaccinating animals and inspecting animals. The employee may be able to kneel or crouch as an alternative to bending.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on all conceivable surfaces for up to 5 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while cleaning low cages, putting a leash on a dog, picking up animals, scanning animals for microchips, washing animals, scooping kitty liter, performing laundry, loading/unloading a dishwasher, vaccinating animals and inspecting animals. The employee may be able to crouch or bend/stoop as an alternative to kneeling.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on all conceivable surfaces for up to 5 minutes at a time for up to 2-3 hours total in a work shift. Most commonly occurs while cleaning low cages, putting a leash on a dog, picking up animals, scanning animals for microchips, washing animals, scooping kitty liter, performing laundry, loading/unloading a dishwasher, vaccinating animals and inspecting animals. The employee may be able to kneel or bend/stoop as an alternative to crouching.

**Operating Controls with Feet**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 2 hours at a time for up to 6 hours total in a work shift while driving a County vehicle with an automatic transmission. The employee also operates controls with feet when utilizing the height-adjustable euthanasia table.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 5-7 minutes at a time for up to 2-3 hours total in a work shift while placing and removing cages on high shelves, cleaning upper cages (up to 33 upper cages), cleaning a vehicle and putting garbage in the dumpster.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while performing computer work, cleaning cages, performing laundry, attaching leashes, using the dishwasher, writing, driving a County vehicle with an automatic transmission, manipulating documents, opening and closing cages, and completing forms.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 5 seconds at a time for up to 1 hour total in a work shift while placing and removing cages on lower shelves, opening and closing cages, manipulating documents, putting leashes on animals and using a hose.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 5 seconds at a time for up to 1 hour total in a work shift while placing and removing cages on low shelves, opening and closing cages, putting leashes on dogs, and reaching for cat carriers and cages set on the floor.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely to Occasionally for up to 5 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 8-9 pounds while picking up or manipulating small animals, buckets of cleaning solution, foam cleaners, hoses, cages, animal traps, scrub brushes, laundry and a come-along as well as when manipulating a clipboard and report forms.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely to Occasionally for distances of 100 feet for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 8-9 pounds while moving cats, small dogs, cat carriers, cages, come-along, and animal traps.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely to Occasionally for 20 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 13-17 pounds while picking up cats, small dogs, cat carriers with cats in them, metal cages, and smaller dogs.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely to Occasionally for distances of 100 feet for 20 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 13-17 pounds while moving cats, cat carriers with cats in them, metal cages, and smaller dogs.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 25-30 pounds while loading/unloading animals such as dogs and small live stock.

**Carrying 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 20 feet for 5 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 25-30 pounds while carrying a dog to or from an examination table or vehicle as well as when performing animal rescues.

**Lifting 51-100 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs with weights of 60 pounds while loading/unloading a dog, deer or livestock animals from a truck. Trucks have a lift back and a winch that can be utilized when loading/unloading large dead animals. The employee also lifts bags of animal food weighing up to 60 pounds.

**Carrying 51-100 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 10 feet for 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs with weights of 60 pounds while carrying a dog, bag of animal food or livestock animal to or from an examination table or vehicle.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to 100 feet for up to 3 minutes at a time with a force of up to 20 pounds for up to 1 hour total in a work while pushing cleaning carts, laundry bins, or garbage cans or pulling a reluctant animal on a leash or a wheeled cage with an animal in it. The employee also opens and closes cage doors up to 100-200 times per day with a pushing/pulling force of 3-10 pounds.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 2 hours at a time for up to 4 hours total in a work shift while manipulating leashes, come-along, nets, hoses, brushes and snake prongs as well as when holding and inspecting animals, restraining animals to euthanize them and scrubbing floors and walls of kennels.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to hours at a time for up to 4 hours total in a work shift while driving a county vehicle when driving a County vehicle.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while performing computer work, writing and filling out reports and forms, performing computer entries, balancing the till, filing, dialing the telephone, opening cages, as well as manipulating papers, documents, collars and cash.

**Feeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 3 minutes at a time for up to 2.5 hours total in a work shift while inspecting animals for proper health by feeling for lumps, temperature and proper nourishment as well as checking to see if an animal has been neutered and scoring horses.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while providing customer service to the general public, answering telephones and conversing with co-workers. When providing customer service at the front counter the customer flow can be constant the entire shift.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 7.5 hours total in a work shift while providing customer service to the general public, utilizing a two-way radio, using a telephone, conducting interviews, conducting investigations, providing customer service at the front counter and conversing with co-workers. When providing customer service at the front counter the customer flow can be constant the entire shift.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 11 hours total in a work shift while reading documents on paper and computer monitor, inspecting the health of animals, recognizing and documenting the physical description of an animal and driving a County vehicle.

**Working with Heightened Awareness** Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 10 hours total in a work shift while working with potentially dangerous animals as well as when dealing with the general public which may include potentially hostile persons. The employee addresses complaints with citizens who may be angry or upset.

**ENVIRONMENTAL FACTORS**

Work is performed in an animal shelter setting or in the field where the employee can be exposed to animals in various stages of disease. The employee addresses and attempts to resolve complaints, fees and adoptions with citizens who may be angry, upset or potentially hostile. The employee can also be potentially exposed to potentially dangerous, aggressive or defensive animals.

**The noise level is** HCP Initials if Restricted

Approximately 50-85 decibels. The noise is caused by trucks and animals.

**Work environment may include the following exposure(s):** HCP Initials if Restricted

- Outside weather: Occasionally
- Non-weather related temperatures below 55 degrees: Rare
- Non-weather related temperatures above 75 degrees
- Wet: Occasionally-Rare
- Humidity/dampness: Occasionally
- Dust: Occasionally
- Fumes: Occasionally
- Toxic or caustic chemicals: Rare
- Odors: Continuously-Frequently
- Vibration: Occasionally
- Confined spaces

**POTENTIAL MODIFICATIONS TO JOB**

A winch and a lift gate are on the truck to assist when loading/unloading large animals.  
Running boards are available to assist the employee when getting in and out of the truck.  
The employee can attempt to resolve issues/complaints over the telephone in order to attempt to reduce the amount of field time.  
Lumbar support can be used for additional comfort during extended durations of driving.  
Utilize assistance when lifting heavy objects.

KING COUNTY JOB ANALYSIS COMPLETED ON: 3/12/05  
JOB TITLE: Animal Control Officer  
EMPLOYEE:  
VRC: Kyle Pletz

DOT #: 379.263-010  
CLAIM #

### SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

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Date

---

Printed name & title of employee

---

Signature of employee

---

Date

**HEALTH CARE PROVIDER SECTION**  
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
  
- The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:  
\_\_\_\_\_  
 Temporary until \_\_\_\_\_       Permanent as of \_\_\_\_\_
  
- The employee is released to perform the described job with the following modifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 Temporary until \_\_\_\_\_       Permanent as of \_\_\_\_\_
  
- The employee is not released to perform the described duties due to the following job functions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 Temporary until \_\_\_\_\_       Permanent effective \_\_\_\_\_
  
- The employee is unable to work in any capacity.  
A release to work is:  anticipated by \_\_\_\_\_       Not expected

The limitations are due to the following objective medical findings:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date