

ANIMAL CARE ATTENDANT

SALARY: **Approximate Monthly Salary Range: \$3,442 - \$4,085**

Plus excellent benefits package: Retirement-CalPERS-2.5% @55; paid medical, dental, vision and more.

Note: In addition to base salary, (\$3,442 to \$4,085), this position receives deferred compensation of \$1,010 per year deposited to a Deferred Compensation Plan. Additionally, 8% of straight time earnings are deposited to that employee's account with the Public Employees' Retirement System (PERS). Of the 8%, the City's contribution is 7% and the employee's share of 1% is deducted as pre-tax dollars from base pay. At the employee's option, these monies are returned as a lump sum upon separation or as an annuity if eligible for retirement. The City is not a member of Social Security but all employees will pay 1.45% of earnings towards Medicare coverage.

FINAL FILING DATE: **NOTE: ONLY THE FIRST 200 APPLICATIONS WILL BE ACCEPTED OR Friday, February 19, 2010 by 5:00 p.m. in the Human Resources Department, whichever is first. Postmarks and faxed applications will not be accepted.**

THE POSITION: Under supervision, an Animal Care Attendant cares for animals at the Hayward Animal Shelter. Duties include feeding, caring for, adopting out and redeeming animals, performing euthanasia on impounded animals, vaccinating animals and administering medicine under instruction from a Veterinarian. Animal Care Attendants respond to questions from the public about animals in the shelter and provide advice on appropriate choices for adoption and proper animal care. Animal Care Attendants, clean, disinfect and maintain kennels and related areas. Animal Care Attendants also maintain a computerized log and record of all animals at shelter. The individual selected for this position must be able to promote humane care and the Department's policies on pet ownership responsibility.

Note: This is a physically demanding job requiring a great deal of lifting and restraining of animals under conditions of noise and bad odors. Candidate will be working with healthy, sick, dead and fractious animals. Performing euthanasia on animals may cause physical or emotional stress. This position requires working rotating shifts, weekends, holidays, and overtime as needed. Essential duties require the following physical abilities and work environment: Ability to stand, walk, run, kneel, crouch/stoop/squat, twist upper body and lift dead and living animals weighing up to 50 pounds. The working environment includes exposure to noise and to chemicals used in the cleaning and treatment of animals and the premises and requires the ability to work in confined workspace and out of doors.

REQUIREMENTS:

- Six months experience involving customer service.
- Six months experience in handling animals is highly desirable.

License/Certificate:

- Possession of a valid Class C California Driver's License at time of appointment.

SELECTION PROCEDURE: Candidates must submit a completed City of Hayward job application. Candidates who appear best qualified on the basis of information submitted will be invited to the next phase of the examination, which will consist of an oral instruction written exam. Scores from a written exam will determine eligibility for the hiring list. Such list will be submitted to the Department for hiring consideration.

Actual hire depends on success in the departmental selection process including selection interview, background investigation, polygraph, and medical exam. Please note that applicant's illegal use of a controlled substance will be carefully evaluated with emphasis on recency and extent of such activity and may be a basis for discontinuing hiring consideration of a candidate.

APPLICATIONS: To obtain a City of Hayward employment application:

- 1) File online at: www.hayward-ca.gov or www.CalOpps.org
- 2) Visit the Human Resources Department at Hayward City Hall located at 777 B Street, Hayward, CA 94541-5007, or call for an application to be mailed, (510) 583-4500. Office hours are Monday through Friday, 8 a.m. to 5 p.m.