



**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
Seattle, WA 98108
(206) 205-8575
(206) 296-0514 FAX

Worker:
Claim #:
Job Title: Animal Control Officer - Field
DOT#: 379.263-010
Involved Body Part(s):

☒ Job of Injury ☐ Light Duty Position ☐ Direct/Transferable Skills Position ☐ Training Goal

JOB ANALYSIS

Job Title: Animal Control Officer - Field	DOT Title: Animal Control Officer
SVP: 5	DOT #: 379.263-010
SOC: 33-9011	Type of Industry: 634

Analyst: Jennifer Kabacy, CDMS	Source: Regional Animal Services of King County (RASKC) 21615 64th Ave. S. Kent, WA. 98032
Assigned VRC: Jennifer Kabacy, CDMS	Contact: Brittany Hagen, Senior HR Analyst; Gene Mueller, Manager
Date: 7/8/2013	Phone: 206-296-5172; 206-205-6305
<input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Interview <input type="checkbox"/> Representative	

Essential Functions: Provides customer service in the field. Investigates complaints, writes reports, enforces rules and regulations, and problem solves between conflicting parties. Euthanizes animals; educates public on animal adoption, behavior, training, husbandry, laws and policies; 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; issues licenses and answers general inquiries from the public; 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 Functions:

1. Provides high quality customer service at the shelter.
2. Educates the public on responsible pet ownership, and appropriate animal care and on applicable rules and regulations.
3. Investigates complaints and issues citations, warnings, and licenses
4. Works with volunteers at the shelter.
5. Attends court appearances as needed.
6. Euthanizes animals.
7. Other duties as assigned.

Job Qualifications and Skills:

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.



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Machines, Tools, Special Equipment, Personal Protective Equipment Used: Gloves, survival/1st aid kit, fire extinguisher, whistle, come along pole, pepper spray, rubber boots, ear protection, eye protection, vest, hard hat, disposable apron, jumpsuit, face mask, hazmat suit, clipboard, plastic cat carrier, County truck, snappy snare, 2-way radio, cell phone, paper, lariats, lead ropes, wire cutters, machete, ropes, computer, leash, net, cage, come-along (long pole with noose), microchip scanner, traps, and medications.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern*
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8-10 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	4-5 Days Per Week (on call 3-4 nights/week)

*When on an 8 hour 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 a 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.

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting	80%					X		Sitting occurs up to 2 hours at a time, 6 hours per shift when driving, performing computer work, responding to telephone inquiries and complaints, interviewing people and completing forms.
Standing	Up to 20%			X				Standing and walking are occasional and intermittent, for a combined total of two hours per shift, to interview general public, investigate complaints, retrieve and contain stray animals, etc.
Walking	Up to 20%			X				Standing and walking are occasional and intermittent, for a combined total of two hours per shift, to interview general public, investigate complaints, retrieve and contain stray animals, etc.

Lifting floor – waist Up to 20 pounds	N	S	O	F	C	For up to a few seconds at a time and one hour total per shift to lift small animals, carriers, ropes, come-along, etc.
			X			
Lifting Waist to shoulder Up to 20 pounds			X			For a few seconds at a time and 30 minutes total per shift to lift small animals into truck, cages, etc.
Lifting Floor – waist	N	S	O	F	C	For a few seconds at a time and up to one minute per shift to lift dogs and small live
		X				



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21-50 pounds		X				stock.
Carry (Dist.)	N	S	O	F	C	Seldom to occasionally for 30 seconds at a time up to 1 hour per shift for distances up to 100 feet with weights of up to 20 pounds; and distances up to 10-20 feet with weights up to 60 pounds.
		X	X			
Pushing/Pulling	N	S	O	F	C	With up to 20 pounds of force for up to 1 hour total in a work day, to push crates in truck, pull a reluctant animal on a leash or come-along. Employee also opens/closes truck doors up to 30 times per shift with a pushing/pulling force of 3-10 pounds.
			X			

	N	S	O	F	C	
Climbing			X	X		Occasionally climb ramps into out-buildings at shelter facility. Frequently climbs in/out of County truck.
Balancing			X			As needed, to climb.
Stooping / Bending			X			Occasionally at neck and torso for up to 5 minutes at a time, 2-3 hours per shift to handle animals, put leash on a dog, scan animals for microchips, inspect animals. May be able to kneel to avoid bending/stooping.
Twisting			X			At torso, neck, and with upper extremities to handle animals, and to drive. May minimize twisting torso by moving entire body at the feet.

Squatting / Kneeling			X			Occasionally at neck and torso for up to 5 minutes at a time, 2-3 hours per shift to clean low cages, put leash on a dog, pick up animals, scan animals for microchips, wash animals, scoop kitty litter, perform laundry duties, load/unload dishwasher, vaccinate and inspect animals. May be able to bend/stoop to avoid squatting/kneeling.
Crawling		X				May seldom need to crawl for a few minutes per shift to retrieve an animal from under an obstacle, etc.
Hand or Foot Controls					X	Hand controls are used to operate County truck, computer, telephone, and radio.

Reaching (Level)	Forward				X	For up to 2.5 hours at a time for up to 8 hours total in a work shift while handling animals, driving, performing computer work, and opening/closing truck doors.
	Below Waist		X			For up to a few minutes at a time for up to 1 hour in a work while handling animals, putting leashes on dogs, etc.
	Above Shoulder		X			For up to a few seconds at a time during the work shift to retrieve animals in high areas (ie: trees, etc).
Handle/Grasp					X	For up to 2 hours at a time, up to 8 hours total in a work shift while driving, holding/restraining animals, handling paperwork, etc.



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Fine Finger Manipulation			X			For a few minutes at a time, up to 1 hour per shift to complete paperwork and perform computer work.
Repetitive Motion	X					Upper extremity activities are constant but varied and non-repetitive during the work shift.
Vibratory Tasks				X		To operate county truck, with minimal vibration.

Talking						X		To communicate with general public and other staff.				
Hearing						X		To communicate with general public and other staff.				
Visual:	Near Acuity	X	Far Acuity			X	Depth Perception		X	Accommodation		X
							Color Discrimination		X	Field of Vision		X

ENVIRONMENTAL CONDITIONS	FREQUENCY						ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C			N	S	O	F	C

Exposure to Weather	C					Noise Intensity	O
Extreme Cold	O					Atmospheric Conditions	N
Extreme Hot	O					Exposed Heights	O
Wet and / or Humidity	O					Exposure to Electricity	N
Proximity to Moving Mechanical Parts	N					Exposure to Toxic / Caustic Chemicals	N
Exposure to Explosives	N					Exposure to Radiation	N
Other							

Analyst's Comments:

Possible Employer Modifications:

Note: The information for this job analysis was gathered by an on-site interview with the employer. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.



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Analyst:

Presenting VRC:

Jennifer Kabacy, CDMS

7/8/2013

Vocational Consultant

Date

Jennifer Kabacy, CDMS

7/8/2013

Vocational Consultant

Date

Employer Verification:

Worker Verification: (optional)

Brittany Hagen, Senior HR Analyst

8/20/13

Date

Name

Date



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MEDICAL PROVIDER:

☐ I agree that the above named injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date_____.

☐ I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.

☐ The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

☐ The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|---------------------------------------------|-----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Attending Provider | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physician | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |