

LABORATORY ANIMAL CARE SERIES

| <u>Spec Code</u> | <u>Class Title</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Prob. Period</u> | <u>Effective Date</u> |
|------------------|-----------------------------------|------------------|------------------|---------------------|-----------------------|
| 0678 | Laboratory Animal Caretaker | 15 | 504 | 6 mo. | 07/15/04 |
| 0679 | Laboratory Animal Care Technician | 14 | 504 | 6 mo. | 07/15/04 |
| 0680 | Laboratory Animal Care Specialist | 14 | 504 | 6 mo. | 07/15/04 |
| 3710 | Laboratory Animal Care Supervisor | 03 | 504 | 6 mo. | 07/15/04 |

Promotional Line: 30

Series Narrative

Employees in positions allocated to this series provide care for animals being bred and/or maintained in an animal care facility, either to support scientific investigations or instruction.

They supply the basic physical needs of the animals (such as food and water) and maintain the sanitation, environmental controls, and animal care equipment and supplies of the facility. They may also assist investigators or clinicians by providing specialized care for animals (such as feeding special diets or administering medications) and by aiding them in carrying out technical procedures and keeping records (such as collecting specimens, restraining animals during experimental manipulations, and maintaining breeding records).

In most instances, the two lower levels of this series are involved with the routine day-to-day activities associated with the care of animals. Level III may have either technical specialty responsibilities or supervisory duties or both, or has responsibility for animal facilities. Level IV is most often responsible for supervision of personnel or the facility.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Laboratory Animal Caretaker

0678

Employees in positions allocated to this level of the series perform basic, entry-level duties in the care of laboratory animals, in the maintenance of the sanitation and equipment of the facility, and in providing assistance to investigators or clinicians. They work under direct supervision of higher-level animal caretakers or other personnel.

A Laboratory Animal Caretaker typically

1. provides basic animal care, such as:
 - a. feeding and watering animals.
 - b. handling and restraining animals as directed.
 - c. transferring animals, equipment, and supplies.
 - d. grooming, bathing, or exercising animals.
 - e. disposing of animal carcasses.

- f. observing animals for overt signs of disease.
2. assists with advanced animal care procedures and treatments.
3. maintains sanitation and animal care equipment of the facility, such as:
 - a. removing excreta and debris from cages, animal rooms, and related areas.
 - b. using detergents and disinfectants to clean and sanitize cages, animal rooms, and related areas and/or items.
 - c. assisting in more advanced duties (such as servicing of cages and equipment).
4. may provide elementary assistance to facility users in simple technical procedures and record keeping, following detailed instructions (such as maintaining animal and experiment records or collecting specimens for diagnostic or environmental control procedures).
5. assists in receiving, storing, and rotating feed, bedding, and other animal care supplies and equipment.
6. performs other related duties as assigned.

Level II: Laboratory Animal Care Technician**0679**

Employees in positions allocated to this level perform duties of average difficulty in the care of animals, in providing assistance to investigators or clinicians, and in the maintenance of the facility's sanitation, environmental controls and animal care equipment and supplies. They work under general supervision of higher-level personnel.

A Laboratory Animal Care Technician typically

1. provides standard care for animals according to prescribed instructions, such as:
 - a. administering medications and treatments.
 - b. mixing feeds and special diets.
 - c. performing euthanasia of animals.
 - d. providing pre- and post-operative care for laboratory animals.
 - e. receiving, transporting, or shipping animals.
 - f. assisting higher-level personnel in more advanced animal care procedures (such as care of exotic species or germ-free animal maintenance).
2. provides routine assistance to facility users in common technical procedures and record-keeping responsibilities, following detailed instructions, such as:
 - a. observing animals regularly, recognizing and reporting changes in eating or drinking habits and general behavior and outward signs of disease or abnormal appearance.

- b. collecting specimens (such as blood or microbiological swabbings) for diagnostic or environmental control procedures.
 - c. performing animal identification (such as tattooing or ear notching).
 - d. recording and/or maintaining animal health data, breeding data, or other data necessary for the operation of the facility.
 - e. performing more advanced technical procedures and operations (such as surgery support, debilitated animal support, and/or invasive specimen collection).
3. operates and maintains sanitation, environmental controls, and specialized animal care equipment.
4. assists in training or instructing lower-level animal caretakers or student employees.
5. receives, stores, rotates, and keeps records of feed, bedding, and other animal care supplies.
6. performs duties typical of the Laboratory Animal Caretaker (Level I) as needed.
7. performs other related duties as assigned.

Level III: Laboratory Animal Care Specialist**0680**

Employees in positions allocated to this level provide specialized care for animals requiring particular treatment and skilled assistance to investigators or clinicians and/or oversee/supervise a small facility (such as one having at least two to three FTE animal care personnel) or a subunit of a moderate-size facility providing conventional animal care services. They work under the direction of higher-level personnel.

A Laboratory Animal Care Specialist typically

1. following detailed instructions, provides technical assistance and special services to investigators, clinicians, or other staff and cares for animals by performing specific tests or examinations such as:
 - a. providing unique or highly specialized handling and care for laboratory animals (such as a nude mice breeding colony, a primate colony, or germ-free facility).
 - b. performing special laboratory procedures (such as examination of blood, feces, or urine for evaluation of animal health).
 - c. maintaining specialized data collection.
 - d. working with investigator or clinician in establishing and monitoring special protocols for animal care or correcting problems.
2. may act as team leader in the operations of a small facility or a segment of a moderate-sized one that provides conventional care for animals, such as:
 - a. scheduling and assigning work to others.
 - b. checking completion of assignments.

- c. inspecting area of facility to monitor sanitation, operation of equipment, condition and/or behavior of animals, and, if necessary, initiating corrective action or seeking counsel of higher-level personnel.
 - d. training, instructing, and/or directing others in animal care procedures, techniques, and operation of equipment.
 - e. maintaining level of animal care supplies and ordering when needed.
3. performs duties typical of lower levels of series (Laboratory Animal Caretaker and Laboratory Animal Care Technician) as needed.
 4. performs other related duties as assigned.

Level IV: Laboratory Animal Care Supervisor**3710**

Employees in positions allocated to this level supervise lower-level personnel and/or supervise a function/procedure in laboratory animal care operation/setting. They work under direction of higher-level personnel.

A Laboratory Animal Care Supervisor typically

1. supervises and trains subordinate staff, such as others in the Laboratory Animal Care Series, part-time staff, and student employees. This may include:
 - a. establishing work priorities for subordinates.
 - b. scheduling and assigning work to subordinates (such as proper handling, care, feeding, watering, cleaning of laboratory animals; also sterilization, environmental control, etc.).
 - c. planning and conducting training programs for subordinates.
 - d. evaluating employee's performance; counseling or assisting employees.
 - e. advising on selection and termination of employees.
2. supervises the operations of the unit. This may include:
 - a. overseeing daily inspection of animals, equipment, supplies, and related service areas of the facility for compliance with standards; corrects problems or seeks counsel of higher-level personnel.
 - b. compiling animal inventories for regular billings of per diem charges.
 - c. advising and assisting in preparation of standard operating procedures for animal care, room sanitation, environmental control, and use of equipment.
 - d. maintaining stock inventories of animal species, food, bedding and miscellaneous animal care supplies for assigned facility.

- e. assisting higher-level personnel in identifying the budgetary requirements based on knowledge of investigators' needs for assigned facility.
 - f. assisting in planning and implementation of animal care on-the-job and formal training programs.
 - g. evaluating reports from lower-level staff of changes in observed animal health status and/or outward signs of disease to determine professional assistance and/or action necessary.
 - h. being familiar with maintenance and repair needs of the facility and keeping higher-level personnel informed of needed repairs or renovations.
3. provides technical advice or assistance to facility users or professional staff. This may include:
 - a. assisting the veterinarian with medical treatment and special medical care for animals.
 - b. advising research investigators and/or departmental representatives on animal care services, federal and state animal utilization regulations, accreditation requirements, and institution's animal care policies.
 - c. being aware of sources for animals, supplies, and equipment and being prepared to assist investigators and/or administrative staff in selection of appropriate animals and/or products.
 4. performs duties typical of Laboratory Animal Care Technician and/or Laboratory Animal Care Specialist as needed.
 5. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Laboratory Animal Caretaker

0678

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

None

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. willingness and ability to work under unpleasant environmental conditions (such as dust, high humidity, odors, excreta, noise, and debris)
2. willingness and ability to work with laboratory animals
3. ability to withstand sustained periods of physical activity (such as standing, bending, or stooping)
4. ability to work effectively with others
5. ability to understand and follow oral and written instructions or materials
6. ability to maintain simple records

7. ability to apply basic arithmetic skills
8. ability to detect marked signs of illness
9. ability to provide care for animals, including safe handling, feeding, and restraining of animals

Level II: Laboratory Animal Care Technician**0679****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Any combination totaling **two (2) years** from the following categories:
 - (a) Laboratory animal care experience performing duties comparable to those listed for the Laboratory Animal Caretaker

or
 - (b) Two years of vocational training specifically related to the class (such as community college or vocational programs)

or
 - (c) Associate or higher degree in veterinary technology or a related field
 - (d) One of the following AALAS certifications: (*See last page for additional instructions.)

Assistant Laboratory Animal Technician (ALAT) or an equivalent certification

Laboratory Animal Technician (LAT) or an equivalent certification

Laboratory Animal Technologist (LATG) or an equivalent certification

Certified Manager of Animal Resources (CMAR) or an equivalent certification

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. possession of attributes listed for first level of this series
2. knowledge of basic biology (anatomy, physiology, and zoonotic and infectious diseases) and care of laboratory animals
3. knowledge in acceptable methods for safe handling, identifying, and medicating laboratory animals
4. knowledge and experience with computers
5. ability to provide care for animals, including common and specialized

6. ability to recognize normal/abnormal appearance and habits of animals
7. ability to handle animals safely
8. ability to apply sanitation practices used in animal care facilities
9. ability to use simple hand tools to maintain, adjust, and service animal care equipment
10. ability to keep animal care records accurately

Level III: Laboratory Animal Care Specialist**0680**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or GED
2. Any combination totaling **three (3) years** from the following categories
 - (a) Laboratory animal care experience performing duties comparable to those listed for the Laboratory Animal Care Technician

or
 - (b) Two years of vocational training specifically related to the classification (such as community college or vocational programs) **and** one year of experience comparable to the Laboratory Animal Care Technician

or
 - (c) Associate or higher degree in veterinary technology or a related field **and** one year of experience comparable to the Laboratory Animal Care Technician

or
 - (d) One of the following AALAS certifications: (*See last page for additional instructions.)

Laboratory Animal Technician (LAT) or an equivalent certification

Laboratory Animal Technologist (LATG) or an equivalent certification

Certified Manager of Animal Resources (CMAR) or an equivalent certification

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. possession of attributes listed for lower levels of this series
2. knowledge of basic biology and care of laboratory animals

3. general knowledge of federal regulations affecting animal care facilities
4. knowledge in acceptable methods for handling, identifying, and medicating laboratory animals
5. ability to train or instruct persons in animal care techniques and use of equipment and materials
6. ability to keep accurate records and inventories
7. ability to prepare forms and reports on operation of facility and animal care/use

Level IV: Laboratory Animal Care Supervisor**3710****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or GED
2. Any combination totaling **four (4) years** from the following categories:
 - (a) Progressively more responsible laboratory animal care experience performing duties comparable to those listed for the Laboratory Animal Care Technician and/or Laboratory Animal Care Specialist

or

- (b) Vocational training specifically related to the classification (such as community college or vocational programs)

Note – Only a maximum of two (2) years can be applied as vocational training/course work

or

- (c) College course work related to animal care (such as veterinary technology) or to basic animal sciences (such as biological sciences or animal science) as measured by the following conversion table or its proportional equivalent:

60 semester hours equals **one year**90 semester hours equals **two years**120 semester hours equals **three years**

Note – Only a maximum of three (3) years can be applied as college course work

or

- (d) One of the following AALAS certifications: (*See last page for additional instructions.)

Laboratory Animal Technologist (LATG) certification or an equivalent certification

Certified Manager of Animal Resources (CMAR) certification or an equivalent or higher certification

Note – Certifications can be measured by the following conversion table or its proportional equivalent

LATG certification or an equivalent certification equals **three years** of experience

CMAR certification or an equivalent or higher certification equals **four years** of experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. possession of attributes listed for lower levels of this series
2. strong communication, leadership, and supervisory skills
3. thorough knowledge of basic biology and care of laboratory animals
4. knowledge of federal regulations affecting animal care facilities
5. knowledge and experience with computers
6. ability to evaluate sanitation practices and animal care procedures in the animal facility
7. willingness and ability to effectively communicate oral and written instructions
8. ability to evaluate animal facility records and to prepare reports on facility activities
9. ability to train, instruct, or discuss animal care procedures with caretakers, staff, or faculty

*Note – The letter “R” listed prior to a AALAS certification acronym (such as RALAT, RLAT, and RLATG) indicates this AALAS member is both a *certified* (successfully completed the examination) and a *registered* technician (keeps current to the laboratory animal field through continuing education). This applicant is entitled to the same consideration as those who are certified with ALAT, LAT, and LATG credentials.