

ANIMAL CARE SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Class Spec Eff. Date</u>	<u>Exam Eff. Date</u>	<u>Last Action</u>
0678	Animal Care Assistant	15	504	6 mos.	00/00/20	00/00/20	REVISE/CIT
0679	Animal Care Technician	15	504	6 mos.	00/00/20	00/00/20	REVISE/CIT
0680	Animal Care Specialist	15	504	6 mos.	00/00/20	00/00/20	REVISE/CIT
3710	Animal Care Coordinator	03	504	6 mos.	00/00/20	00/00/20	REVISE/CIT

Promotional Line 030

Series Narrative

Employees in positions allocated to this series provide care for animals located in an animal care facility for treatment, instruction, and/or research studies. They supply the basic physical needs of the animals and maintain the sanitation, environmental controls, and animal care equipment and supplies of the facility. They may also assist in performing technical procedures.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Animal Care Assistant

0678

Employees in positions allocated to this level of the series provide basic animal care. A(n) Animal Care Assistant maintains an animal care facility to ensure the health and welfare of all animals. They manage aspects of animal care such as feeding, grooming, and exercising and perform routine animal care procedures and/or treatments. They work under direct supervision of higher-level personnel.

A(n) Animal Care Assistant typically -

1. provides basic animal care including feeding, grooming, exercising, and/or maintaining animal holding areas;
2. handles animals including housing, restraining, and/or transferring;
3. performs daily census inspections; records animal care data;
4. observes and monitors animal health and wellness; advises higher-level personnel of any abnormal indicators;
5. performs routine and preventative animal care procedures and/or treatments;
6. maintains proper environmental conditions within an animal care facility including routine cleaning, disposing of animal waste or remains, and/or monitoring environmental controls;

7. operates animal care equipment;
8. stocks animal care equipment and/or supplies; tracks inventory;
9. performs other related duties as assigned.

Level II: Animal Care Technician**0679**

Employees in positions allocated to this level of the series provide specialized animal care. A(n) Animal Care Technician manages aspects of animal care such as administering medications and preparing specialized diets. They assist with advanced animal care procedures and/or treatments. They work under direct supervision of higher-level personnel.

A(n) Animal Care Technician typically -

1. monitors activities and/or programs within an animal care facility; monitors records for all activities and programs, as necessary;
2. provides specialized animal care including administering medications and/or treatments, preparing specialized diets, and/or performing animal identification procedures;
3. handles animals including receiving, transporting and/or shipping;
4. assists with advanced animal care procedures and/or treatments;
5. operates and maintains animal care equipment;
6. assists facility users, as necessary;
7. assists with personnel functions such as training and/or developing staff;
8. tracks the allocation and rotation of animal care equipment and/or supplies; monitors inventory records;
9. performs duties of the lower level;
10. performs other related duties as assigned.

Level III: Animal Care Specialist**0680**

Employees in positions at this level of the series supervise animal care operations. A(n) Animal Care Specialist manages aspects of animal care such as performing exams or tests and performing advanced animal care procedures. They coordinate animal care and provide technical support to facility users. They work under direct supervision of higher-level personnel.

A(n) Animal Care Specialist typically -

1. supervises activities and programs within an animal care facility; maintains records for all activities and programs, as necessary; reports required corrective action, as necessary;
2. provides advanced animal care including administering exams or tests, coordinating specialized care, and/or performing advanced animal care procedures and/or treatments;
3. assists in the development and implementation of policies, procedures, and/or protocols;
4. assists with personnel functions such as training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments;
5. provides technical support to facility users; advises facility users on operational activities and/or government, industry, or institutional regulatory guidelines;
6. operates, maintains, and troubleshoots animal care equipment; performs and documents routine quality assurance and preventive maintenance; records equipment issues; initiates service calls;
7. assists with inventory management including receiving, storing, allocating, and/or maintenance of equipment and/or supplies; maintains inventory records;
8. compiles data and prepares reports;
9. performs duties of the lower level(s);
10. performs other related duties as assigned.

Level IV: Animal Care Coordinator**3710**

Employees in positions at this level of the series coordinate activities and programs within an animal care facility. A(n) Animal Care Coordinator responsibilities include program development, leadership of staff, and serving as a technical and administrative resource. They work under the supervision of a designated administrator(s).

A(n) Animal Care Coordinator typically -

1. coordinates personnel functions such as interviewing, selecting, training, supervising, evaluating performance, and/or developing staff, work schedules, and assignments; organizes staff meetings; coordinates continuing education training and in-services for staff;
2. coordinates and manages all activities and programs within an animal care facility; manages records for all activities and programs, as necessary;
3. counsels and/or directs facility users on operational activities and/or government, industry, or institutional regulatory guidelines;

4. oversees inventory management including selecting, purchasing, and coordinating of equipment and/or supplies; serves as main point of contact for suppliers which could include sales representatives and/or service providers;
5. participates in the development and implementation of policies, procedures, protocols and/or programs;
6. manages financial activities and/or reports pertaining to the animal care facility; assists in the preparation of budget estimates;
7. oversees inspections of the animal care facility for adherence with government, industry, or institutional regulatory guidelines; initiates corrective action;
8. monitors, researches, and distributes information regarding changes in regulatory guidelines as well as trends and developments in techniques and technology relevant to the field; maintains and updates protocol manuals;
9. evaluates, prepares, and presents reports;
10. performs duties of the lower level(s);
11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Animal Care Assistant

0678

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of machines and tools related to animal care, including their designs, uses, repair, and maintenance.
2. Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
3. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
4. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications, as needed.

5. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
6. Ability to exert force to lift, push, pull or carry objects repeatedly or continuously over time.
7. Ability to work successfully as a member of a team and independently with moderate supervision.
8. Ability to interpret work related documents, policies, and procedures.
9. Ability to identify problems, evaluate alternatives, and implement effective solutions.
10. Ability to communicate effectively as appropriate for the needs of the audience.

Level II: Animal Care Technician**0679**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or combination totaling **two (2) years (24 months)** from the categories below:
 - A. college course work or training from a vocational, technical, or armed forces program in animal science, biological science, veterinary technology, zoology, or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours or an Associate's Degree equals **one (1) year (12 months)**
 - 90 semester hours equals **two (2) years (24 months)**
 - 120 semester hours or a Bachelor's degree equals **three (3) years (36 months)**
 - B. work experience in an animal care facility which could include a research laboratory, veterinary hospital, veterinary clinic, intensive or industrial animal farm, or closely related experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
2. Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
3. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.

4. Knowledge of electronic equipment, computer hardware and software, and their applications.
5. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
6. Knowledge of machines and tools related to animal care, including their designs, uses, repair, and maintenance.
7. Ability to identify problems, evaluate alternatives, and implement effective solutions.
8. Ability to exhibit strong organizational skills and maintain detailed, accurate records.

Level III: Animal Care Specialist**0680**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or combination totaling **three (3) years (36 months)** from the categories below:
 - A. college course work or training from a vocational, technical, or armed forces program in animal science, biological science, veterinary technology, zoology, or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours or an Associate's Degree equals **one (1) year (12 months)**
 - 90 semester hours equals **two (2) years (24 months)**
 - 120 semester hours or a Bachelor's degree equals **three (3) years (36 months)**
 - B. work experience in an animal care facility which could include a research laboratory, veterinary hospital, veterinary clinic, intensive or industrial animal farm, or closely related experience.
2. **One (1) year (12 months)** of supervisory experience in an animal care facility which could include, a research laboratory, veterinary hospital, veterinary clinic, intensive or industrial animal farm, or closely related experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
2. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.

3. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
4. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
5. Ability to exhibit strong organizational skills and maintain detailed, accurate records.

Level IV: Animal Care Coordinator**3710**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or combination totaling **four (4) years (48 months)** from the categories below:
 - A. college course work or training from a vocational, technical, or armed forces program in animal science, biological science, veterinary technology, zoology, or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours or an Associate's Degree equals **one (1) year (12 months)**
 - 90 semester hours equals **two (2) years (24 months)**
 - 120 semester hours or a Bachelor's degree equals **three (3) years (36 months)**
 - B. work experience in an animal care facility which could include a research laboratory, veterinary hospital, veterinary clinic, intensive or industrial animal farm, or closely related experience.
2. **Two (2) years (24 months)** of supervisory experience in an animal care facility which could include a research laboratory, veterinary hospital, veterinary clinic, intensive or industrial animal farm, or closely related experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
2. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
3. Knowledge of electronic equipment, computer hardware and software, and their applications.

4. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
5. Ability to communicate effectively as appropriate for the needs of the audience.
6. Ability to interpret work related documents, policies, and procedures.
7. Ability to exhibit strong organizational skills and maintain detailed, accurate records.

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