

ANIMAL CARE SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Eff. Date</u>	<u>Last Action</u>
0678	Animal Caretaker	15	504	6 mos.	10/15/21	REVISE/CIT
0679	Animal Care Technician	14	504	6 mos.	10/15/21	REVISE/CIT
0680	Animal Care Specialist	14	504	6 mos.	10/15/21	REVISE/CIT
3710	Animal Care Coordinator	03	504	6 mos.	10/15/21	REVISE/CIT

Promotional Line 030

Series Narrative

Employees in 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 Caretaker

0678

Employees at this level of the series provide basic animal care. A(n) Animal Caretaker maintains an animal care facility to ensure the health and welfare of all animals. They perform tasks such as providing food and water, sanitizing animal holding areas, and monitoring animal health and wellness. They work under general supervision of higher-level personnel.

A(n) Animal Caretaker typically -

1. performs census inspections; observes and monitors animal health and wellness; records animal care data; advises higher-level personnel of any abnormal indicators;
2. provides basic animal care such as feeding, watering, grooming, bathing, and/or exercising animals;
3. maintains proper environmental conditions within an animal care facility including routine cleaning and sanitizing, disposing of animal waste or remains, and/or monitoring environmental controls;
4. stocks animal care equipment and/or supplies; tracks inventory;
5. operates and maintains animal care and sanitizing equipment;
6. handles animals including housing, restraining, and/or transferring;
7. assists with routine and preventive animal care procedures and/or treatments;

8. assists facility users;
9. performs other related duties as assigned.

Level II: Animal Care Technician**0679**

Employees at this level of the series provide skilled animal care. A(n) Animal Care Technician perform tasks such as administering medications, animal health monitoring, and preparing specialized diets. They perform animal care procedures and/or treatments. They work under general supervision of higher-level personnel.

A(n) Animal Care Technician typically -

1. provides skilled animal care such as administering medications and/or treatments, preparing specialized diets, performing animal identification procedures or euthanasias, and/or recognizing and reporting changes in animal health and wellness;
2. performs routine and preventive animal care procedures and/or treatments; assists with advanced animal care procedures and/or treatments;
3. tracks the allocation and rotation of animal care equipment and/or supplies; monitors inventory records;
4. maintains records for activities and programs;
5. handles animals including receiving, transporting and/or shipping;
6. assists with personnel functions such as training and/or developing staff;
7. performs duties of the lower level;
8. performs other related duties as assigned.

Level III: Animal Care Specialist**0680**

Employees at this level of the series provide advanced animal care. A(n) Animal Care Specialist coordinates specialized care for animals requiring skilled assistance including performing advanced animal care procedures and/or treatments and operating specialized animal care equipment. They provide technical support to facility users and staff. They work under the direction of higher-level personnel.

A(n) Animal Care Specialist typically -

1. provides advanced animal care including coordinating specialized care and/or performing advanced animal care procedures and/or treatments;

2. provides technical support to facility users and staff;
3. operates, maintains, and troubleshoots animal care equipment; performs and documents routine quality assurance and preventive maintenance; records equipment issues; initiates service calls;
4. assists with inventory management including receiving, storing, allocating, and/or maintenance of equipment and/or supplies; maintains inventory records;
5. monitors activities and/or programs within an animal care facility; monitors records for activities and programs; reports required corrective action;
6. assists with personnel functions such as training and/or developing staff, work schedules, and assignments;
7. performs duties of the lower level(s);
8. performs other related duties as assigned.

Level IV: Animal Care Coordinator**3710**

Employees at this level of the series supervise and/or 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. supervises and/or manages all activities and programs within an animal care facility; manages records for all activities and programs;
2. guides, advises, and/or directs facility users on operational activities and/or government, industry, or institutional regulatory guidelines;
3. 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;
4. oversees inspections of the animal care facility for adherence with government, industry, or institutional regulatory guidelines; initiates corrective action;
5. supervises and/or coordinates personnel functions such as interviewing, selecting, training, evaluating performance, and/or developing staff, work schedules, and assignments; organizes staff meetings; coordinates continuing education training and in-services for staff;

6. manages financial activities and/or reports pertaining to the animal care facility; assists in the preparation of budget estimates;
7. evaluates, prepares, and presents reports;
8. participates in the development and implementation of policies, procedures, protocols and/or programs;
9. 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;
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 Caretaker

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 administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
3. Knowledge of basic arithmetic operations and their applications.
4. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
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.
8. Ability to exert force to lift, push, pull or carry objects repeatedly or continuously over time.

9. Ability to work successfully as a member of a team and independently with moderate supervision.
10. Ability to predict when something is likely to go wrong, identify and report to the appropriate persons.

Level II: Animal Care Technician**0679**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent
2. Any one or combination totaling **two (2) years (24 months)** from the categories below:
 - A. course work 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 **two (2) years (24 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 machines and tools related to animal care, including their designs, uses, repair, and maintenance.
2. 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.
3. Knowledge of basic arithmetic operations and their applications.
4. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
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.

8. Ability to exert force to lift, push, pull or carry objects repeatedly or continuously over time.
9. Ability to work successfully as a member of a team and independently with moderate supervision.
10. Ability to identify problems, evaluate alternatives, and implement effective solutions.

Level III: Animal Care Specialist**0680**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent
2. Any one or combination totaling **three (3) years (36 months)** from the categories below:
 - A. course work 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 **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 machines and tools related to animal care, including their designs, uses, repair, and maintenance.
2. 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.
3. Knowledge of basic and/or advanced arithmetic operations and their applications.
4. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.
5. Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
6. Ability to communicate effectively as appropriate for the needs of the audience.

7. Ability to interpret work related documents, policies, and procedures.
8. Ability to exert force to lift, push, pull or carry objects repeatedly or continuously over time.
9. Ability to motivate, develop, and direct people as they work.
10. Ability to identify problems, evaluate alternatives, and implement effective solutions.

Level IV: Animal Care Coordinator**3710**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent
2. Any one or combination totaling **four (4) years (48 months)** from the categories below:
 - A. course work 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 **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.
3. **Two (2) years (24 months)** of supervisory or administrative 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 machines and tools related to animal care, including their designs, uses, repair, and maintenance.
2. 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.
3. Knowledge of basic and/or advanced arithmetic operations and their applications.
4. Knowledge of relevant equipment, policies, procedures, and strategies to promote the safety and security of people, data, property, and institutions.

5. Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
6. 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.
7. Ability to communicate effectively as appropriate for the needs of the audience.
8. Ability to interpret work related documents, policies, and procedures.
9. Ability to exhibit strong organizational skills and maintain detailed, accurate records.
10. Ability to exert force to lift, push, pull or carry objects repeatedly or continuously over time.