ANIMAL CARE TECHNICIAN I/II

DEFINITION
Under immediate supervision, maintain County’s animal shelter in a clean and sanitary manner while providing sheltered animals with humane care and attention. Perform other work as required.

DISTINGUISHING CHARACTERISTICS
Positions in the Animal Care class series maintain the animal shelter, perform animal care duties, provide limited medical care, and participate in the destruction of animals; whereas positions in the Animal Control class series perform field work in the enforcement of laws pertaining to the control and licensing of animals.

Animal Care Technician I is the entry-level class in the Animal Care series. Initially under immediate supervision, incumbents receive training to perform the full range of duties in the area of shelter maintenance and animal care. As skill and expertise are developed, employees are expected to work with greater independence performing the broader range of duties in order to promote to the journey level classification under the County’s flexible staffing policy.

Incumbents are expected to function at a higher level of independence and to progress to the journey level class, Animal Care Technician II.

Animal Care Technician II is the full working level class in the Animal Care Technician series. Incumbents in this class perform the full range of animal care duties maintaining County’s animal shelter while providing sheltered animals with humane care and attention.

The Animal Care Technician II is distinguished from the next higher level of Senior Animal Care Technician in that the latter is the lead worker level in the series, training, coordinating and overseeing the work of Animal Care Technicians.

The Animal Care Technician I/II are distinguished from Animal Control Officer in that the latter has primary responsibility for patrolling an assigned area and enforcing the rules and regulations governing animal control.

The Animal Care Technician I class flexes to either the Animal Care Technician II class or the Animal Control Officer class.

EXAMPLE OF DUTIES
Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Animal Care Technician I learns to perform the following duties, whereas the Animal Care Technician II performs the full range of duties/responsibilities.

1. Cleans, disinfects, and maintains various animal quarters, accompanying areas, supplies and equipment in a sanitary condition. Washes dishes and laundry.

2. Receives, identifies, checks-in, and maintains records of impounded animals. Places animals in appropriate kenneling areas, quarantines, and transports animals to other facilities. Feeds, cares for, and observes animals, recording and reporting any problems.

3. Conducts general health checks, administers medicine, and vaccinates animals. Provides special care when advised of animals requiring medication, treatment, and/or special needs.
4. Euthanizes, records use of controlled drugs utilized in the euthanasia process, disposes of animals, and maintains records on the disposition of animals.

5. May work with the public and assist in the adoption process.

QUALIFICATIONS

Animal Care Technician I

Mandated Requirements

Pursuant to Section 2039 of the State of California Code of Regulations, Title 16, successful completion of euthanasia training and certification is required for positions in this class within 8 months days of appointment to the position.

Knowledge and Skills

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Some knowledge of:

1. General care, nutrition, and handling, of a variety of animal breeds and species.
2. Laws, ordinances, rules and regulations governing the impounding, releasing or euthanasia of animals.
3. Cleaning procedures and appropriate cleaning agents, supplies and equipment.

Skill and Ability to:

1. Learn to humanely and safely handle frightened, injured, ill and/or aggressive animals.
2. Learn to properly care for and handle different breeds and species of animals.
3. Learn to follow quarantine and infection control procedures.
4. Exercise good judgment, while working under pressure.
5. Communicate clearly and concisely, orally and in writing.
6. Understand and carry out oral and written directions.
7. Provide courteous and excellent customer service.
8. Learn to maintain accurate and legible records.
9. Learn to tolerate the euthanasia of animals.
10. Move and transport animals.

Animal Care Technician II

Mandated Requirements

Pursuant to Section 2039 of the State of California Code of Regulations, Title 16, successful completion of euthanasia training and certification is required for positions in this class.

Thorough knowledge of:

1. General care, nutrition, and handling, of a variety of animal breeds and species.
2. Cleaning procedures and appropriate cleaning agents, supplies and equipment.

**Working knowledge of:**

1. Laws, ordinances, rules and regulations governing the impounding, releasing or euthanasia of animals.

**Skill and Ability to:**

1. Humanely and safely handle frightened, injured, ill and/or aggressive animals.
2. Properly care for and handle different breeds and species of animals.
3. Follow quarantine and infection control procedures.
4. Work under the direction of the veterinarian in the shelter surgery clinic to administer parenteral medications, restrain animals for medical procedures, monitor animals under anesthesia, recognize signs of physical distress in animals, and follow directions implicitly.
5. Administer microchip injections.
6. Exercise good judgment, while working under pressure.
7. Communicate clearly and concisely, orally and in writing.
8. Understand and carry out oral and written directions.
9. Provide courteous and excellent customer service.
10. Maintain accurate and legible records.
11. Tolerate the euthanasia of animals.
12. Move and transport animals.

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

The knowledge and skills listed above may be acquired through various types of education, training, or experience, typically:

**Animal Care Technician I**

Any experience or education in the care and handling of animals.

**Animal Care Technician II**

One (1) year of experience performing duties equivalent to Animal Care Technician I with Monterey County.

**REQUIRED CONDITIONS OF EMPLOYMENT:**

As a condition of employment, the incumbent will be required to:

**Animal Care Technician I**

Obtain a certificate of Euthanasia by Injection, as required by the State of California, within 8 months of appointment to classification.

**Animal Care Technician I & II**

1. Possess a valid California Class C Driver’s License.
2. Work in a facility operated 365 days per year, and work irregular hours, including weekend and holiday assignments.

3. Work in a facility where there is daily exposure to infectious diseases, parasites, and animal waste.

4. Work in a physically and emotionally demanding environment.

5. Work under adverse conditions, such as inclement weather, and a noisy environment.

**Animal Care Technician II**

Fully participate in scheduled employee rotation in the on-going duties of euthanasia and the surgery clinic.

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for these classifications include:

1. Lift animals and supplies weighing fifty pounds from the ground to waist height. Lift lesser weights above the waist to shoulder height.

2. Stand for long periods, up to approximately four (4) hours per shift.

3. Bend, stoop, squat, kneel, and reach to clean facilities and care for animals.

**CLASS HISTORY**

**Animal Care Technician I**

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**CLASS DATA**

| Job Group: | 20 |
| EEO Category: | SM |
| Work Comp. Code: | 9420 |
| Bargaining/Employee Unit: | J |
| FLSA: | C |
| MOCO OT: | Y |

**Animal Care Technician II**

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Prepared by: Janet Lowery, Associate Personnel Analyst

Approved by:

/s/ Gerta McClay 1/13/2010

County Administrative Office Date