


**UNIFIED PERSONNEL SYSTEM**

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Peggy Rowe  
Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources 

DISTRIBUTION: Maureen Freaney, Assistant County Administrator  
Will Davis, Interim Bureau Director, Animal Services

SUBJECT: Classification & Pay Study of Various Positions in the Animal Services Department

DATE: **June 21, 2012**

The Human Resources Department has conducted the Classification & Pay Study of Various Positions in the Animal Services Department. This review consists of six (6) positions and four (4) classifications. The last study was completed over four years ago. The following recommendations are submitted:

- 2 Positions Reclassified From Classified Service to Exempt Service
- 2 Positions to Receive Upward Reclassifications
- 1 Position to Receive Pay Grade Change
- 1 Position to Receive Downward Reclassification
- 6 TOTAL

In a departmental reorganization which occurred in October, 2011, management positions from the Animal Services Department had duties and responsibilities reassigned or positions were eliminated. At that time, the Director of Animal Services was a licensed veterinarian and the Animal Services Operation Manager was responsible for the departmental administrative support and kennel operations. With the resignation of the Director and the elimination of the Animal Services Operation Manager position, duties were realigned and reassigned for a more functional operation of the department. Veterinarian and animal hospital duties have now been assigned to the Veterinarian and customer services/ administrative support and kennel operations duties have been assigned to the respective Animal Services Program Coordinator positions. In order to streamline classifications and establish internal equity, positions have been reclassified, had title changes, and/or had pay grade adjustments.

I agree with the recommendations in this report. Funds are available for implementation.

  
Robert S. LaSala, County Administrator

7-2-12  
Date

## I. RECLASSIFIED FROM CLASSIFIED SERVICE TO EXEMPT SERVICE

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C152	Animal Services Prog Coord	CL17	Animal Services Prog Mgr	P3
BCC/C155	Animal Services Prog Coord	CL17	Animal Services Prog Mgr	P3

### **Animal Services Program Coordinator Positions BCC/C 155 & 157:**

With the departmental reorganization, these positions have received program area duties and responsibilities once assigned to the Animal Services Operation Manager (Pay Grade SM5a) position, which was deleted in the reorganization. These positions include managerial and supervisory responsibility over personnel engaged in kennel operations, office automation, payroll, personnel, budget, record management, purchasing, facility maintenance support, volunteer services and adoption services, and other administrative support functions. Duties include assisting in the development of departmental objectives, goals, policies, practices, methods, and standards. Work is performed under the general supervision of the Bureau Director with considerable latitude for independent judgment and initiative. The duties and responsibilities of the Animal Services Program Coordinator positions have evolved to include extensive managerial duties in kennel operations and specific administrative operations within Pinellas County's Animal Services Department. The nature and scope of responsibilities associated with these positions are consistent with the managerial and administrative duties and responsibilities of the Animal Services Program Manager classification. Therefore, it is recommended that these positions be reclassified to Animal Services Program Manager within the Exempt Pay Plan at Pay Grade P3 (\$48,332-\$72,498).

## II. UPWARD RECLASSIFICATIONS

It is our finding that the duties and responsibilities being assigned to the following positions are not at the level of the current classification. It is therefore recommended that you either:

- a) Assign duties and responsibilities to the level of the current classification,

or,

- b) Request the Personnel Board reclassify the following positions as shown below without benefit of examination and serve a probationary period as is outlined in Personnel Rule IX.

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C3209	Sr Office Spec	CL8	Admin Support Spec	CL11
BCC/C3115	Admin Support Spec	CL11	Volunteer Prog Coord	CL14

## ANALYSIS

### **Senior Office Specialist Position BCC/C3209:**

With the departmental reorganization this position is now responsible for more independent administrative office support work. This position is responsible for coordinating departmental staff with other county departments in the automation of office systems. This position oversees records management controls, establishes policy and procedures for daily accounting measures, and researches and trains front counter staff on customer service needs and objectives. This position also monitors departmental programs for effectiveness and compliance with established policy and procedures. The

## II. UPWARD RECLASSIFICATIONS (continued)

### ANALYSIS (continued)

#### **Senior Office Specialist Position BCC/C3209:** (continued)

nature and scope of responsibilities associated with this position are consistent with the independent administrative duties and responsibilities of the Administrative Support Specialist. Therefore it is recommended that this position be reclassified to Administrative Support Specialist (Pay Grade CL11, \$32,697-\$50,169).

#### **Administrative Support Specialist Position BCC/C3115:**

This position reports to and supports the Animal Services Program Coordinator in the Administrative Support/Volunteer Services function of the Animal Services Department. With the departmental reorganization, this position now counsels, trains, coordinates, and/or supervises department volunteers. This position promotes volunteer activities and programs within the department which includes recruitment, orientation, and placement. This position creates and maintains volunteer program support materials aimed at maintaining and expanding the size and scope of volunteer participation within the department. Volunteer opportunities in the Animal Services Department have risen due to local area reduction in force, retirees desiring to work with animals, and Bright Future requirements for Pinellas County's college bound students. This position provides assistance to the Animal Services Program Coordinator in their absence. The nature and scope of responsibilities associated with this position are consistent with the administrative duties and responsibilities of the Volunteer Program Coordinator classification. Therefore it is recommended that this position be reclassified to Volunteer Program Coordinator (Pay Grade CL14, \$37,856-\$59,092).

## III. PAY GRADE CHANGE

It is recommended that the following position receive a pay grade change:

<b><u>POSITION</u></b>	<b><u>PRESENT CLASSIFICATION</u></b>	<b><u>CURRENT PAY GRADE</u></b>	<b><u>RECOMMENDED PAY GRADE</u></b>
BCC/C137	Animal Svcs Adopt Coord	CL10	CL12

### ANALYSIS

This position reports to and supports the Animal Services Program Coordinator in the Adoption Services function of the Animal Services Department. With the departmental reorganization, this position has had program responsibilities increase in the hopes of curtailing the number of euthanasia incidences in the county. This position designs, creates, and implements the various adoption programs, such as the Senior to Senior adoption program for older animals and the indigent pet feeding program. This position is responsible for planning, organizing and coordinating special events that promote adoptions as well as creating digital video of adoptable animals for publication to multiple websites. Outreach is also used with television and newspaper advertising highlighting pet adoptions. This position assists departmental management in the preparation of legal documents relating to adoptions. The nature and scope of responsibilities associated with this position are consistent with other classifications within the CL12 pay grade. Due to the increased emphasis on pet adoption opportunities and based on internal equity, it is recommended that this position receive a pay adjustment from Pay Grade CL10 to Pay Grade CL12 (\$34,340-\$53,019).

#### IV. DOWNWARD RECLASSIFICATION

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C3354	Animal Services Prog Coord	CL17	Veterinary Technician	CL14

##### ANALYSIS

With the departmental reorganization, higher level clinical and laboratory tasks that were assigned to this position have been reassigned to the departmental Veterinarian, along with performing supervisory work overseeing hospital operations. This position now shares responsibilities as a Veterinary Technician. This position provides medical assistance during surgery by providing anesthesia, injections, and medications. This position prepares animals for surgery and assists in post-operative observation. Due to the realignment of responsibilities it is recommended that this position receive a downward reclassification to Veterinary Technician (Pay Grade 14, \$37,856-\$59,092).

#### V. CLASS SPECIFICATION

It is recommended that the following class specification be removed from the Pay & Classification Plan:

##### DELETION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20082	Animal Services Operations Manager	SM5a

# ANIMAL SERVICES PROGRAM MANAGER

Job Code	Pay Grade
20052	P3

## Nature of Work

This is highly responsible professional administrative and supervisory work managing and administering animal services programs within kennel operations, adoption and volunteer programs, licensing operations, and/or customer services operations pursuant to various county ordinances, federal, and state laws. Work involves the independent management of programs and activities with federal and state agencies, municipalities, public schools, local businesses and other agencies; research, long range planning and evaluation of programs with respect to the county's animal services goals and objectives; and data collection, statistical tabulation, preparation and presentation of comprehensive animal services reports. An employee in this class assists the department Bureau Director in planning, managing, and implementing the administrative and kennel functions of the department. Work involves the supervision of staff supporting a variety of activities in the Animal Services Department to ensure the public health and safety of Pinellas County citizens. Work is performed with considerable initiative and independent judgment in the interpretation and application of local, state and federal laws, rules, regulations and guidelines governing animal services. General supervision is received from the Bureau Director.

## Minimum Qualification Requirements

- 6 years professional animal services and/or veterinary business services experience, or animal services related management experience that includes senior level animal control programs, lead worker, supervision or supervisory training; or
- Associate's degree or 2 years technical training certificate or degree in veterinary technology, science, liberal arts, or related field and 4 years experience as described above; or
- Bachelor's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to obtain a valid certificate indicating successful completion of 40-hour minimum standards training course approved by the Florida Animal Control Association within 6 months of employment.
- Additional certifications in other assignments such as Chemical Capture, Euthanasia, Armament Systems and Procedures Tactical Baton (ASPTB, collapsible bite stick), and Crematory by Florida State Statute.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, coordinates, implements, and promotes animal services programs and activities for Pinellas County to ensure the public health and safety of Pinellas County citizens.
- Supervises and directs area staff involved with the county's Animal Services Department.
- Ensures compliance with established regulations and laws pertaining to public health, welfare and safety, as well as regulations pertinent to the health, welfare and safety of the animals under the care of the Animal Services Department.
- Researches and recommends department purchases, negotiates with vendors, and monitors invoicing for contract compliance.
- Assists in the development of operation objectives, goals, policies, practices, methods, and standards.
- Develops and stimulates public education and awareness of animal services programs and activities.
- Manages the operation of all animal housing areas.
- Monitors the kennel population to protect them from contagious diseases, injury, or overcrowding.
- Coordinates with veterinary medical drug and supplies vendors to get the most up to date information on medications, tests, and procedures.
- Maintains strict accountability for the controlled drugs used in all animal housing areas.

## ANIMAL SERVICES PROGRAM MANAGER (continued)

Job Code	Pay Grade
20052	P3

### Illustrative Tasks (continued)

- Manages and coordinates the activities of the customer services area of the shelter and the adoption and volunteer services programs.
- Manages the licensing and rabies vaccination program to ensure that all authorized agents within Pinellas County adhere to the Florida State Statutes and Pinellas County Code.
- Plans, assigns, and reviews the work of subordinate clerical and technical staff involved in personnel, inventory control, payroll, record and file maintenance, purchasing, property control, accounting, office automation, GIS, and data entry.
- Assists in the development and implementation of new and improved plans, procedures, techniques and methods to adjust to the changing animal enforcement laws.
- Administers Pinellas County Code involving the laws on licensure and vaccine requirements to veterinary clinics, private agencies, and pet owners within Pinellas County.
- Coordinates the activities of volunteer personnel as needed within the department.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of Animal Services in general and the area of assignment specifically.
- Knowledge of local, state and federal laws, rules and regulations pertaining to animal services.
- Knowledge of veterinary medical and surgical procedures.
- Knowledge of the rabies virus disease process and/or various zoonotic diseases, and proper handling and testing requirements for animal suspects.
- Knowledge of veterinary pharmacology, laboratory procedures and equipment usage.
- Knowledge of operation and maintenance of on-site crematory.
- Knowledge of the principles of office management and budget.
- Ability to apply computer applications and software.
- Ability to communicate and work with individuals and groups with diverse backgrounds.
- Ability to effectively deal with all levels of management.
- Ability to analyze data and make judgments of effectiveness or compliance.

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Revised	EEOC Code	Overtime Code
7/12	Professionals	Exempt

## ADMINISTRATIVE SUPPORT SPECIALIST

Job Code	Pay Grade
11310	CL11

### Nature of Work

This is independent administrative and/or supervisory office support work. Areas of specialty may include any or all of the following: budget, personnel, payroll, purchasing, risk management, finance or billing services, computer support, elections, and other department or subject matter specific services, activities or programs. Duties may include administrative responsibility or supervision of one or more specific department-wide operations and activities for the county or an office of moderate size, and/or supporting field personnel. An employee in this class has full departmental responsibility for ensuring the supporting administrative areas of assignment are completed in accordance with laws, policies, and procedures, by given deadlines. At this level, employees regularly develop work processes and procedures and may serve the administrative needs of several managers or supervisors. The work is distinguished from Administrative Support Supervisor in that the supervisory class supports a larger workforce, has direct accountability for budget development and administration, and supervises the full office automation function. Problem solving requires research and analysis of a generally routine nature involving the identification and analysis of the components of the problem situation. Completed work is usually evaluated for conformity to policy and requirements. An employee in this class exercises a high degree of independent judgment and is required to have an extensive working knowledge of departmental operations, and in particular, the incumbent's agency or departmental area of assignment. The position reports to an Administrative Support Supervisor, management official, or designee.

### Minimum Qualifications Requirements

- 3 years of clerical experience preparing, processing, and maintaining administrative records; or
- Associate's degree in a related field plus 1 year experience preparing, processing, and maintaining administrative records; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Depending on area of assignment, employee's name must not appear on the Health & Human Services Exclusion List.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates, administers, and manages special projects for directors; researches and prepares reports on administrative matters for associates, managers, and others.
- Develops and oversees records management controls; develops procedures, either automated or manual, and trains staff in usage.
- Processes, codes, and maintains personnel, payroll, property control, purchasing, claims, and/or fiscal records; performs arithmetical calculations; compiles reports for manager's information.
- Coordinates clerical and administrative activities of several department sections.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Operates an electronic meter reading system to prepare and process data for billing, processing field work orders, controlling cycle and route organization.
- Trains new users in computer applications and applies computer technology to improve work processes.
- Compiles and analyzes data; prepares statistical and other reports for customers and managers.
- Provides information on department policies, procedures, and operations.

## ADMINISTRATIVE SUPPORT SPECIALIST (continued)

Job Code	Pay Grade
11310	CL11

### Illustrative Tasks (continued)

- Trains and supervises or leads employees, reviews work, assigns duties, and assists, trains or advises technical or clerical employees; and develops group operational procedures.
- Prepares or directs the preparation of documents, claims, department paperwork, requisitions, purchases, delivery of service, equipment, commodities, materials, and supplies; resolves problems with customers, contractors, agencies, vendors, departments and/or providers; maintains records of activities to coordinate workflow, maintains schedules, and meets quality requirements.
- Maintains, monitors, processes, and tracks workload, statistics, grants, schedule, financial, and other information on behalf of management.
- Conducts analysis and reviews paperwork, reports, bills, claims, applications, and other records covering government related costs and requests for services, processes claims; refers service providers, customers, and employees to others for assistance; maintains data bases, record systems, documents, and case files.
- Conducts training classes in area of assignment for both inter and intradepartmental staff.
- Operates personal computer and performs data processing functions including using available software packages, encoding data, report generation, data entry, retrieval and other specialized and routine computer operations.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of laws and rules governing procedures and legal requirements encountered in government office operations.
- Knowledge of laws, rules, regulations, policies, and procedures as applied to highly specialized departmental administrative processes connected with delivery of public services, depending on area of assignment, in public safety, medical, health, utility, election, procurement, real estate, utilities, public works, and other department or subject matter specific services, activities or programs.
- Knowledge of the principles and procedures of office management and supervision.
- Knowledge of business English, spelling, arithmetic and bookkeeping standards.
- Skill in operating a personal computer using prescribed software applications including typing into automated computer information systems and skill in the operation of commercial word processing, database, and spreadsheet programs.
- Skill in making formal oral presentations to staff.
- Ability to plan, organize and supervise employees.
- Ability to develop effective office or field work procedures and clerical training programs.
- Ability to provide information correctly and concisely, orally and in writing.

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Revised	EEOC Code	Overtime Code
2/11	Administrative Support	Classified



# VOLUNTEER PROGRAM COORDINATOR

Job Code	Pay Grade
01500	CL14

## Nature of Work

This is responsible work planning, implementing, coordinating, and administering volunteers and volunteer services within specific departments in Pinellas County. An incumbent in this classification recruits, counsels, trains, coordinates, and/or supervises department staff and volunteers, as well as performs public relations related tasks in order to maintain, and promote departmental volunteer activities and programs. The incumbent exercises initiative and independent judgment in establishing successful methods and means to promote and increase volunteer efforts at all levels within a department to include volunteer discovery, recruitment, orientation, referral, placement, coaching, administration, directing, and appropriate supervision of volunteers. The incumbent reports to a department manager, supervisor or designee.

## Minimum Qualification Requirements

- 3 years experience in a volunteer program that includes 1 year experience promoting, recruiting, supervising, training, placing, and 1 year supervising volunteers; or
- Associate's degree in communications, business, public administration, or related field and 1 year experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Demonstrates fundamental knowledge and understanding or specific credentials related to assigned volunteer programs and designated volunteer related programs.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, promotes, coordinates, recruits, administers, and supervises departmental volunteers and departmental volunteer related programs and activities including development of recommendations, policies, and strategies to maximize volunteer involvement in delivering and assisting county employees to deliver public service.
- Performs a wide range of duties interacting with departmental management to address organizational needs, goals, and objectives for a wide range of volunteer services and ensures appropriate assignment of volunteers to perform county functions, activities, and services.
- Assists in planning, advertising, organizing, coordination, and supervision of employee volunteer activities for a wide range of departmental services, events, and community activities.
- Creates and maintains volunteer program support materials aimed at maintaining and expanding the size and scope of volunteer participation within the county to include direct mail, media relations, personal solicitation, and outreach.
- Leads and/or participates in volunteer recruitment and conducts volunteer screening interviews.
- Coordinates special events and enlist permanent, seasonal, and special occasion volunteers to assist in activities.
- Maintains volunteer records, including up-to-date volunteer files, lists, availability, volunteer assignments, volunteer time, and volunteer personnel records.
- Develops volunteer assignments, job descriptions, and coordinates volunteer training classes and ongoing volunteer education and support meetings.
- Maintains regular contact with volunteers; assesses volunteers working relationships and other team members as well as keeps the volunteer coordinators, supervisors and volunteers informed of any changes in policies/procedures.

## **VOLUNTEER PROGRAM COORDINATOR (continued)**

<b>Job Code</b>	<b>Pay Grade</b>
<b>01500</b>	<b>CL14</b>

### **Illustrative Tasks (continued)**

- Interviews, screens, orients, and trains volunteer applicants; coordinates, administers, and attends volunteer relations meetings, and either recommends or decides volunteer appointments and terminations.
- Prepares reports and maintains statistical records for volunteer hours; prepares regular and special reports describing the extent, nature, and value of volunteer service.
- Performs related work as assigned or required.

### **Knowledge, Skills, and Abilities**

- Knowledge of volunteer management.
- Knowledge of computer technology with regards to data collection and recordkeeping.
- Skill in mass media techniques such as newspaper writing, TV and video educational presentations.
- Ability to lead, motivate, and train personnel.
- Ability to plan and organize a volunteer program and volunteer staff work.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both orally and in writing.
- Ability to work with all levels of employees in the county and to communicate effectively with volunteers.

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Revised	EEOC Code	Overtime Code
7/12	Professionals	Classified

# ANIMAL SERVICES ADOPTION COORDINATOR

Job Code	Pay Grade
20078	CL12

## Nature of Work

This is customer service work promoting the Pinellas County Animal Services Adoption Program in an effort to increase pet adoptions and decrease euthanasia of animals. Work also includes assisting and educating adopters on pet selection, pet care, and owner responsibilities. An employee in this class performs public contact work in a busy animal shelter environment. The incumbent develops plans and procedures to encourage adoptions. Incumbent resolves problems by exercising fair, independent judgment in dealing with customer's problems, or when necessary, makes recommendations to a supervisor. Incumbent applies an extensive knowledge of dog and cat breeds, pet behavior, and other related training, plus applies department policies. The incumbent acts independently to achieve desired, community relations results utilizing media contacts, newspapers, and promotional events. Work is performed with considerable initiative and independent judgment in rules, regulations, and guidelines governing animal adoptions. The position reports to a management official or designee.

## Minimum Qualifications Requirements

- 3 years experience working in an animal shelter environment that includes pet adoptions, supervision of volunteers, adoption placement promotions, hands-on animal care, lead worker or supervisory training; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Physical strength and agility to lift heavy animals, equipment, and supplies.
- Possession of State Euthanasia and Crematory Certification; or equivalent credentials recognized by the Florida Animal Control Association.
- Exposure to personal risk during assignments causing periodic contact with hostile or diseased animals.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Confers, counsels and educates customers on various pet breeds, dog and cat characteristics, and county adoption policies and procedures.
- Resolves adoption problems that arise in the course of the transaction.
- Develops and implements promotional tools and procedures to enhance the adoption program.
- Designs, creates, and implements the various adoption programs, such as the Senior to Senior adoption program for older animals and the indigent pet feeding program.
- Coordinates the activities of volunteer personnel as needed.
- Evaluates animals eligible for adoption.
- Assists in the planning and writing of legal documents to present to the County Attorney for programs relating to adoptions.
- Produces, directs, and edits digital video daily of adoption animals and publishes to multiple websites.
- Assists in the preparation of press releases for various media through the Communications Department as related to Animal Services.
- Contacts and secures newspaper and television media time and space highlighting pet adoptions.
- Secures advertising for adoption program working within a defined budget.
- Participates in radio and TV interviews focusing on adoptions.
- Plans, organizes and coordinates special events that will promote adoptions.
- Develops informational and educational materials to be offered to adopters.
- Provides follow up assistance to adopters to resolve problems.
- Provides appropriate animal husbandry as required.
- Performs related work as assigned or required.

## ANIMAL SERVICES ADOPTION COORDINATOR (continued)

Job Code	Pay Grade
20078	CL12

### Knowledge, Skills, and Abilities

- Knowledge of pet breeds, typical dog and cat behavior.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of Pinellas County Animal Services policies and procedures.
- Skilled in making presentations to citizen groups, employees, volunteers, etc.
- Skill in computer software necessary to maintain and update departmental website.
- Ability to train and supervise volunteer and clerical personnel.
- Ability to work independently with minimal supervision.
- Ability to provide information correctly and concisely, both orally and in writing.
- Ability to deal with the public in an effective and courteous manner.
- Ability to deal effectively with media groups in a positive and productive manner.

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Revised	EEOC Code	Overtime Code
7/12	Technicians	Classified

# VETERINARY TECHNICIAN

Job Code	Pay Grade
20060	CL14

## Nature of Work

This is skilled technical work assisting in medical and surgical procedures in the Animal Services Department. Employees in this class provide medical assistance by administering anesthesia, injections and medication; prepares animals for, and assists in, surgery and post-operative observation. Duties include performing euthanasia on animals; supplies inventory control, security of drugs, laboratory work, and related clerical duties.

## Minimum Qualifications Requirements

- Possession and maintenance of a valid Florida Veterinary Medical Technician Certification (certification from the Florida Veterinary Medical Association (FVMA) or the Florida Veterinary Technician Association (FVTA) are recognized equally). Applicants possessing a Veterinary Medical Technician Certification from another state or graduates of American Veterinary Medical Association (AVMA) accredited Veterinary Technician programs may be considered for employment but must acquire certification within 1 year; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Physical strength and agility to lift heavy animals, equipment, and supplies.
- Possession of State Euthanasia and Crematory Certification; or equivalent credentials, recognized by the Florida Animal Control Association.
- Exposure to personal risk during assignments causing periodic contact with hostile or diseased animals.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Prepares animals for surgery, outfits operating room with surgical packs, assists veterinarian in surgical procedures, observes and reports animal health changes pre-and post-surgery, maintains surgical data records.
- Administers medications, vaccinations, anesthesia, and oral, intra-muscular, subcutaneous and intravenous injections.
- Enforces, controls and maintains security of drugs and barbiturates, in accordance with federal laws, rules, and regulations.
- Responds to spay and neutering, and other animal medical questions from the public, and notifies owners of impounded animals of upcoming surgery.
- Performs pre-surgery physical examinations and evaluations, reports known history of animal, blood work results, and vaccinations.
- Examines, evaluates, and vaccinates impounded animals, determines adoptability, inspects kennel population daily for injuries or illness and reports suspect animals to superior.
- Draws blood for clinic blood banks and performs assigned laboratory tasks.
- Interviews and verifies citizens eligibility for indigent care program; exams animal, schedules surgery, instructs and cautions owners on future animal care and control.
- Performs euthanasia on a variety of species.
- Performs related work as assigned or required.

## VETERINARY TECHNICIAN (continued)

Job Code	Pay Grade
20060	CL14

### Knowledge, Skills, and Abilities

- Knowledge of veterinary medical/surgical practices, procedures, and laboratory procedures.
- Skill in applying medical and surgical procedures.
- Ability to understand and follow oral and written instructions.
- Ability to handle and restrain all size animals.
- Ability to establish and maintain effective working relationships with other employees, supervision, and others.
- Ability to deal effectively, tactfully and courteously with the public.
- Ability to operate a personal computer and other office equipment to enter and retrieve information, monitor work performed, and communicate information in reports, etc., at a reasonable rate of speed.

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Revised	EEOC Code	Overtime Code
9/08	Technicians	Classified