

Job Template: Animal Care Specialist

Occupational Group	Laboratory and Research Operations
Job Family	Animal Care
Job Path	Animal Care
Job Title	Animal Care Specialist
Job Category: P	Job Level: 2
FLSA Status: E	Job Code: G00000

P2: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- May recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ Supervision Received

- Works under general supervision.
- Periodic checks on accuracy, quality, and timeliness of outcomes.

→ Context of Decisions

- Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

→ Job Controls

- Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
- Guided by general procedures and professional norms.

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COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Problems tend to be modestly technical or operational.

→ *Course of Resolution*

- Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output.
- Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities.

→ *Measure of Creativity*

- Once problems are identified, solutions generally can be resolved using conventional or standard procedures.
- Most of the obstacles, issues, or concerns can be handled with established practice and policy.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

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Job Template

GENERAL SUMMARY

Provides animal care and husbandry for faculty and students who are conducting research on animals in Animal Care facilities.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under general supervision of a supervisor or manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Aids and practices a program of care for research animals. Works with supervisors, vet techs, animal care techs, and researchers to ensure good health and housing conditions for animals.
- Observes and evaluates animals for veterinary intervention and assists with routine treatments as needed.
- Assists in maintaining appropriate inventory of supplies and feed. Submits orders, retains records, and monitors inventory.
- Works cooperatively with supervisor and others to ensure continued maintenance and upgrading of animal facilities and related equipment.
- Receives new animals and checks to ensure animals meet established standards of good health.
- Performs standard laboratory research techniques and may maintain specialized animal colonies.
- Assists with breeding program. Maintains health, breeding, and farrier records.
- Assists with comprehensive studies and reports regarding space, equipment, costs, and staffing needs. Makes recommendations for improvements.
- Performs routine maintenance and repair of equipment and facilities.
- Performs related work as required.

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MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
 - Two to three years of related experience.
- OR
- Associate's Degree
 - Four to five years of related experience

COMPETENCIES

Knowledge of:

- Federal regulations regarding animal maintenance, handling, restraint, and other standards of animal care
- Standard laboratory practice and research protocols
- Equine health care practices and procedures
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Maintain accurate records and prepare reports
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Evaluate training needs of animal care workers
- Operate some farm equipment and hand tools
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Animal Care Manager

Occupational Group	Laboratory and Research Operations
Job Family	Animal Care
Job Path	Animal Care
Job Title	Animal Care Manager
Job Category: M	Job Level: 5
FLSA Status: E	Job Code: G00001

M5: Level Standards

GENERAL ROLE

This level is the first full level of managing. Incumbents may initiate and communicate a variety of staffing actions (i.e. performance review and scheduling). These positions generally supervise a small number of staff.

Oversees the day-to-day operations of a group of employees. Responsible for training and development of subordinate staff, estimating staffing needs, assigning work, meeting completion dates, interpreting and ensuring consistent application of organizational policies.

Incumbents:

- Alter the order in which work or a procedure is performed.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure.
- Distributes work and monitors workload among staff.

DECISION MAKING

→ *Supervision Received*

- Works under direction
- Seeks supervisory approvals when significant changes to process steps are considered and additional resources for task completion are required

→ *Context of Decisions*

- Decisions are driven by office/departmental policy and procedures

→ *Job Controls*

- Free to plan and carry out all phases of work assignments, which include the oversight of staff
- Given the latitude to make daily operational decisions

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

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Job Title	Animal Care Manager
Job Category: M	Job Level: 5
FLSA Status: E	Job Code: G00001

- Problems arise from normal departmental operations

→ *Course of Resolution*

- Identifies issues and gathers facts
- Must understand the smallest details of a circumscribed area

→ *Measure of Creativity*

- Problems can be resolved within provided guidelines

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views

SCOPE AND MEASURABLE EFFECT

Incumbents:

- Supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- OR
- Supervise a larger process-oriented area whose members perform like activities.
 - Actions regularly affect a department or a project outcome with office/programmatic impact
 - Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services
 - Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

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GENERAL SUMMARY

Ensures facilities are in compliance with federal and state policies and procedures. Ensures employees are following federal, state, and University safety guidelines. Manages animal care activities and facilities for research projects.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a manager. Manages the day-to-day operations and a group of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Manages the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Manages daily operations, including animal health, breeding, feeding, and culling decisions.
- Plans and implements programs of general care for animals used for research and instructional purposes. Monitors compliance with animal care regulations including federal regulations, approved research protocols, and standards of health.
- Coordinates maintenance and upgrading of animal facilities and related equipment. Makes recommendations for changes to ensure compliance with departmental needs and schedules.
- Makes recommendations and implements policies or standards for safety of both employees and animals used in research.
- Develops and maintains record keeping systems to support the program. Coordinates and monitors the processing of necessary paperwork and prepares reports and future budget recommendations.
- Ensures appropriate inventory of animal care supplies.
- Coordinates animal and facility use with researchers.
- Performs related work as required.

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MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Six years of related experience.

COMPETENCIES

Knowledge of:

- Principles and practices of employee supervision
- Federal regulations regarding animal maintenance, handling, restraint, and other standards of animal care
- Standard laboratory practices and research protocols
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Animal handling and husbandry
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Prepare and maintain accurate records and reports
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Operate applicable equipment and machinery
- Maintain breeding programs for a variety of animal species and academic needs
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management