

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: May 29, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 39 FY 13/14 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective May 29, 2014.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenchel, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 39
Fiscal Year: 2013/2014
Posted Date: 05/20/2014
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	2292	Shelter Veterinarian

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at Cathy.Abela@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Shelter Veterinarian
Job Code: 2292**

INTRODUCTION

Under general direction, the Shelter Veterinarian examines diagnoses and performs emergency treatment for impounded animals; directs a program for the care and treatment of animals in the custody of the Department of Animal Care and Control; and performs related duties as required.

DISTINGUISHING FEATURES

This classification provides professional medical care for animals at the shelter of the Department of Animal Care and Control and directs the work of the Animal Health Technician in the care of impounded animals.

SUPERVISION EXERCISED

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Directs, coordinates and performs the screening, diagnosis, and basic and emergency medical treatment of all impounded animals; develops a comprehensive program of health care services for the animal shelter, and establishes medical standards and procedures for the maintenance of healthy, safe and sanitary facilities.
2. Provides and participates in training for subordinate staff and other staff regarding, ongoing cleaning and disinfecting of all equipment and areas of the animal shelter where animals are housed; assures that special medical dietary requirements are met and that proper, humane care is provided for all shelter animals.
3. Provides ongoing training for staff throughout the department to rapidly identify animals requiring isolation or veterinary care.
4. Develops a comprehensive disease prevention program for the animal shelter; supervises the visual monitoring on a daily basis of impounded animals, including those that may be isolated or quarantined, for signs of illness or unusual behavior; assures that problems are promptly reported; determines and directs appropriate action as required.
5. Provides the training of appropriate staff in administering first aid and vaccinations to animals, tranquilization, the performance of euthanasia by injection and other paramedical duties; performs euthanasia as required.
6. Advises staff and the public on matters within the veterinary medical field; participates in the inspection of animals used in fairs, parades and other events. 7. Provides professional assistance in the investigations of mistreatment or neglect of animals and occasionally testifies in court as the

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**Title: Shelter Veterinarian
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medical expert in the investigation of animal cruelty and neglect cases.

8. Assists with emergency and disaster response services.

9. Directs the ordering, maintenance and control of drugs, medical equipment, food and supplies used in the veterinary division; estimates veterinary requirements for the budget, and monitors expenditures.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, Abilities and Skills: Knowledge of: veterinary medicine and the diseases, treatment, prevention, control and care of animals, particularly dogs and cats; city, state and federal animal health laws and regulations governing the impounding, releasing and euthanasia of animals; humane methods of caring for and physically restraining domestic and wild animals; modern principles of supervision.

Ability to: plan, assign, supervise and train subordinates in the paraprofessional treatment and humane care of animals; develop and direct a comprehensive program of disease prevention and control in an animal shelter; establish medical standards and procedures to assure the maintenance of healthy, safe and sanitary facilities; establish and maintain harmonious and effective relationships with co-workers, volunteers and the public; advise the public and department employees on veterinary medical matters; estimate veterinary requirements for budgetary purposes and monitor and control expenditures of the division; communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

LICENSE AND CERTIFICATION

1. Possession of a doctor's degree in veterinary medicine from a college or university recognized by the California Board of Examiners in Veterinary Medicine; AND
2. Requires a valid license issued by the California Board of Examiners in Veterinary Medicine to practice as a Doctor of Veterinary Medicine.; AND
3. One (1) year of verifiable veterinary experience working in an animal shelter, kennel, or Veterinary Hospital Facility. This includes recent experience within the last year in soft tissue surgery; examples include laceration repair, mass removal, enucleation, and particularly spay/neuter surgery; AND4. Requires a valid California driver's license

LICENSE AND CERTIFICATION

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Shelter Veterinarian
Job Code: 2292**

Possession of a DEA license within ten weeks of appointment. Must maintain a valid DEA license while employed.

PROMOTIVE LINES

ORIGINATION DATE: 5/15/89

AMENDED DATE: 5/29/2014

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFCCD SFUSD