NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: June 12, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 73 FY 14/15 (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 June 12, 2015.

Micki Callahan
Human Resources Director

by:

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
Michael Brown, 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
Drew Murrell, Controller/ Budget Division
Alex Koskinen, 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: 73
Fiscal Year: 2014/2015
Posted Date: 06/04/2015
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>3375</td>
<td>Animal Health Technician</td>
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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 affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


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INTRODUCTION

Under general supervision of a Veterinarian, assists in providing paraprofessional medical care and treatment to all animals; monitors the general health of the animal population at the shelter and administers emergency treatment, first aid and follow-up care to those in need.

DISTINGUISHING FEATURES

This classification provides examination, medical care, and treatment of all impounded animals housed at the animal shelter. It is distinguished from Class 3370 Animal Care Attendant in that the latter is responsible for the receipt, care and feeding of animals, including the sanitizing and maintaining the kennel areas.

SUPERVISION EXERCISED

None

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. Under general supervision and direction of the supervising veterinarian, checks and monitors the general health of shelter animals, including those that may be isolated or quarantined; evaluates problems or symptoms reported by staff, checks for injuries, observes for signs of illness or unusual behavior; conducts basic physical screening exams and triage; provides for treatment according to pre-established guidelines and/or in consultation with supervising veterinarian, including referral to emergency clinic if necessary.

2. Under general supervision and direction of the supervising veterinarian, renders emergency treatment, first aid and follow-up care to all animals in need; provides necessary care and treatment to alleviate problems detrimental to impounded animals' health and well-being; administers prescribed medications and immunizations; provides basic dental and skin care; documents condition, treatment and/or disposition of animal.

3. Assists the veterinarian in surgery; ensures that all equipment and instruments are at hand, operable and sanitized; may induce and/or monitor anesthesia.

4. Performs a variety of diagnostic procedures, including collecting and labeling cultures, samples and skin scrapings for analysis, taking and developing x-rays and conducting laboratory tests.

5. Maintains inventory of all pharmaceuticals, equipment and supplies; orders, and receives pharmaceuticals, equipment and supplies; and maintains order of storage area.
Title: Animal Health Technician  
Job Code: 3375

6. Properly kennels and provides care and feeding to animals in vet room, including those needing special attention such as quarantine cases.

7. Performs euthanasia of animals in accordance with established laws and departmental policy by injecting animals with controlled substances or using induction chamber for gas euthanasia; may administer Schedule 2 barbiturates and/or narcotics.

8. Maintains accurate and legible case files and records; documents information regarding the condition, care, disposition and/or euthanasia of animals; uses a computer to input, update and access information regarding shelter animals and to produce written documents.

9. Provides information and responds to inquiries from the public regarding proper care of animals, animal care services, lost animals, redemption and adoption of animals.

10. Assists in instructing shelter staff in proper care and feeding of a wide variety of animals, basic animal health practices and procedures, and signs of common health problems.

11. Conducts physical exams and screens animals for suitability for adoption based on established policies and procedures.

12. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: animal behavior, anatomy and physiology; diseases and their symptoms common to domestic animals and wildlife; methods for safe, effective and humane handling of domestic and wild animals; basic diagnostic procedures; animal emergency and first aid procedures; techniques for administering medications and treatments to animals; laboratory testing procedures; general surgical procedure; procedures for safe and humane euthanasia; pharmaceuticals and equipment used in an animal health facility; work-related safety standards and procedures.

Ability to: observe, evaluate and effectively respond to the condition of animals; interpret and implement rules, policies and procedures governing the care, treatment impoundment, release and euthanasia of animals; effectively prioritize and complete tasks and assignments with minimal oversight and within established timeframes; clearly and accurately document and maintain work-related information and records; use a computer to access, input and retrieve information and produce written reports; speak clearly and effectively to communicate technical and work-related information in a manner that is understandable to the listener; listen and effectively elicit information; develop and maintain effective working relationships with co-workers, staff and members of the public; deal courteously and effectively with individuals from a variety of cultural and socioeconomic backgrounds, including individuals who may be angry or distraught; perform general labor duties for extended periods of time; handle dangerous,
Title: Animal Health Technician  
Job Code: 3375

aggressive, sick or injured animals; lift, carry and restrain animals and objects weighing up to 60 pounds

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.

Education:

Experience:

One year of experience working with a variety of animals in an animal shelter, kennel or Veterinary Hospital Facility.

License and Certification:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 1/14/1985

AMENDED DATE: 6/12/2015

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