

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**VETERINARY TECHNICIAN, REGISTERED**  
*Effective Date: 03/12/2014*

**CLASS SUMMARY:**

Under general supervision, the Veterinary Technician, Registered, assists a Veterinarian in healthcare of and surgeries for animals brought into the shelter and the spay/neuter clinic: performs a range of para-professional and housekeeping duties to include conducting pre-operative exams, inducing and observing reaction to anesthesia, monitoring recovery after surgery, dispensing medications or treatments; maintaining medical supplies; and performing routine cleaning of medical equipment, facilities and caging. May provide lead direction to Animal Care Specialists.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **Animal Care Supervisor and Veterinary Technician** class which plans, coordinates, supervises, and participates in daily operations and activities of the animal shelter, to include supervising assigned staff and maintaining, cleaning and providing care for animals in the shelter.
- **Animal Care Officer** class which patrols assigned area of the County to pick up stray, sick, injured or dead animals on public roads, and/or to discover straying livestock; responds to and investigates all reports of animals biting people, observes animals for clinical symptoms of rabies, gathers specimens for laboratory analysis for rabies, follows up on results and releases animals after the appropriate quarantine period; etc.
- **Animal Care Specialist** class which performs specialized work in providing care for animals in the shelter, to include feeding and caring for animals, maintaining clean and sanitary conditions, impounding animals, processing animal adoptions, treating and medicating animals, euthanizing and disposing of animals, maintaining records, and providing customer service.

**SUPERVISION RECEIVED AND EXERCISED:**

General supervision is provided by the Animal Care Supervisor and Veterinary Technician and also receives work instructions from the Veterinarians

While incumbents in this class do not exercise supervision over others except in the absence of the Animal Care Supervisor and Veterinary Technician, they may provide training and instruction to volunteers and to Animal Care Specialists and oversee and assist in the performance of

**ESSENTIAL DUTIES:**

This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs procedures such as the following under the direct supervision of a Veterinarian:
  - Preparing dogs, cats, rabbits, horses, goats, sheep, pigs and other animals for surgery and assisting the Veterinarian with surgery,
  - Applying casts or splints as necessary,
  - Stapling or suturing existing skin incisions,
  - Administering anesthesia induction by inhalation or intravenous injection with controlled substances or using Schedule 2 barbiturates and/or narcotics; and
  - Performing dental extractions.

- Performs procedures such as the following under the indirect supervision of a Veterinarian:
  - Taking the animals temperature, pulse and respiration,
  - Administering pharmaceuticals such as medications and vaccines,
  - Collecting and preparing blood, urine, and feces samples, and
  - Giving intramuscular intravenous and subcutaneous injections.
- Performs other medical related procedures on animals such as the following:
  - Renders emergency animal health care at the scene of an emergency.
  - Performs euthanasia in accordance with established policies and California laws.
  - Impounds, quarantines and restrains animals as required,
  - Examines animals and makes referrals to Veterinarian,
  - Inserts microchips in animals,
  - Provides post-surgical and treatment information to animal owners,
  - Oversees and assists in the performance of medically related duties performed by Animal Care Specialists, volunteers, etc.
- Ensures readiness of the clinic to perform medical procedures by: ordering medical supplies; sterilizing and maintaining all surgical packs; performing routine cleaning and general maintenance of medical equipment, facilities and caging; and unloading, storing, and restocking medical supplies and related equipment.
- Maintains effective working relationships with co-workers, County constituents, and animal welfare organizations; participates in community events involving the Animal Care work unit.
- Updates and maintains written and statistical records.
- Performs other duties of a similar nature or level as assigned.

#### **EDUCATION AND/OR EXPERIENCE:**

One year of experience assisting a licensed veterinarian in providing medical treatment to animals, including surgical procedures and medical examinations in a veterinary hospital or shelter clinic setting.

#### **LICENSING/CERTIFICATION REQUIREMENTS:**

Applicants are required to have current certification as a Registered Veterinary Technician issued by the State of California Veterinarian Medical Board.

Applicants are required to possess a valid California Driver's License, Class C.

All licenses and certificates must be kept current while employed in this class.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Aseptic surgical techniques, animal care, and husbandry.
- Anesthesia techniques.
- Sterilization and surgical pack preparation procedures.
- Disease symptoms of domestic animals.
- Euthanasia techniques.
- Procedures to perform prophylactic evaluations, cleanings, and uncomplicated tooth extractions.
- Procedures used to control and administer pharmaceuticals.

- State and local codes, ordinances, and regulations governing quarantine, impounding, care and disposal of animals.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Written communications for narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.

**Skill and/or Ability to:**

- Prepare animals for surgery, assist with surgery, and care for animals post-surgery.
- Assess animals for illness/injury, handle and care for animals in a human manner, and provide appropriate treatment to injured or sick animals as prescribed by the Veterinarian.
- Induce and monitor animals given anesthesia.
- Sterilize equipment used in the clinic and shelter.
- Identify normal and abnormal animal behavior and symptoms of rabies and other animal disorders.
- Euthanize animals and dispose of their remains properly.
- Controlling and safely handling pharmaceuticals.
- Microchip and vaccinate animals.
- Perform prophylactic evaluations, cleanings, and uncomplicated tooth extractions.
- Read, interpret and apply applicable rules, regulations, codes, laws, and ordinances governing the control and humane treatment of animals.
- Use a computer to input and update medical records and documentation, to prepare and maintain a medical history on each animal, etc.
- Communicate clearly, confidently and persuasively to a variety of audiences from different socioeconomic and cultural backgrounds.
- Explain legal requirements, medical terminology, after-care instructions, etc. in a tactful and sensitive manner.
- Establish and maintain effective and professional working relationships with managers and supervisors, co-workers, County constituents, and animal welfare organizations.
- Prepare a variety of written communications to include narrative and statistical reports.
- Maintain accurate records and document actions taken.
- Provide customer service that meets and exceeds unit goals and expectations.
- Function calmly and determine the appropriate course of action in stressful and/or emergency situations.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.

**PHYSICAL REQUIREMENTS:**

**Mobility and Dexterity:** Positions in this class typically require balancing, stooping, kneeling, reaching, standing, walking, reaching, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motion.

**Vision:** Must have depth perception and good eye-to-hand coordination to assist in the surgery on animals and to drive vehicles.

**Lifting, Carrying, Pushing and Pulling -- Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pound of force frequently, and/or in excess of 20 pounds of force constantly to move objects. May occasionally be required to safely lift in excess of 100 pounds.

Hearing and Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking and/or auditory levels with or without correction, and have the ability to receive detailed information through oral communications. Positions in this class require the employee to express or exchange ideas by means of the spoken work.

**WORKING CONDITIONS:**

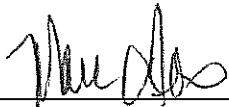
Working in an Animal Shelter/Clinic: Employees in this class will be subject to exposure to chemicals, toxic agents, animal blood and other bodily fluids, odors, animal fur, dander, excrement, and communicable diseases. There may also be exposure to disruptive and confrontational people, intense noises,

**OTHER REQUIREMENTS:**

Incumbents are required to travel independently, for example, to community meetings, emergency situations, to other shelters to transfer animals, etc.

Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

Incumbents will be required to wear a uniform that conforms to departmental standards.



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**Marc A. Fox**  
**Director of Human Resources**

- Date Approved by the Civil Service Commission: 03/12/2014
- Class Code: 424020