

Market Range Detail - Animal Health Supervisor

Effective Date

August 15, 2016

Market Range Title Description

Provide first line supervision and training to Animal Health Technicians and participate in the performance of animal health technician duties. Major components of this position include providing limited medical care to animals including euthanasia, assisting veterinarians; and performing related work to promote the health, safety, and welfare of people and pets.

Animal Health Supervisor differs from the next lower level, Animal Health Technician, in that the former is the first full supervisory level. Animal Health Supervisor is distinguished from the Animal Care Supervisor in that the latter oversees Animal Care Technicians in handling animal receipt, custody, and routine daily care of the general animal shelter population.

Provide day-to-day supervision of Animal Health Technicians including assigning work, training, scheduling, approving time off, completing performance evaluations, and administering disciplinary action when necessary. Ensure work procedures are current, and in adherence of policies. Interview job applicants and make selection recommendations. Develop and present training to Animal Health Technicians and Animal Care Technicians as procedures are updated or developed. Monitor safety practices and sanitary conditions and ensure safety procedures are in place and standards of cleanliness are maintained and observed in accordance with Federal, State, and County regulations or policies. Maintain an accurate inventory of supplies including controlled substances. Maintain detailed and accurate records and files. Schedule surgeries and rechecks. Prepare animals for surgery; induces and monitors anesthesia, assist veterinarians with surgery and epidemiology; autoclave and maintain surgical packs. Perform routine clinical laboratory tests. Implant microchips into animals adopted. Vaccinate animals after surgical procedures. Perform emergency medical treatment to animals until a veterinarian can examine the animal and provide follow up treatment as prescribed. Perform humane euthanasia and epidemiology; assist staff in humane euthanasia techniques. Provide courteous, prompt, high quality customer service to members of the public including responding to citizen complaints and assisting staff with complex customer service issues. Maintain proper sanitation of clinic and equipment. Search for pre-sterilized animals in kennel and flag them for immediate adoption. Search kennels for animals in need of medical attention or grooming. Educate adopters on the proper medical care including post-op instructions, annual vaccinations and basic disease symptoms. Perform medical assessment and vaccinate animals brought in by the Field Division.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$19.00	\$24.00	\$29.00

Likely Minimum Qualifications

- High school diploma or GED
- 2 years of experience working in an animal hospital setting
- Other combinations of education and experience may be considered in substitution for the minimum qualifications: Completion of 30 semester or 45 quarter units in Animal Health, Animal Science, Zoology or related animal sciences may be substituted for up to one year of the required experience.

Working Titles

- Animal Health Supervisor

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.