

Market Range Detail - Animal Care Technician

Effective Date

July 14, 2008

Market Range Title Description

Positions in this market range title are responsible for a range of duties related to the care of animals in a shelter. Primary duties include: receiving animals into the shelter; checking for IDs; notifying owners; confining animals in cages; identifying and isolating dangerous and ill animals; taking photos; identifying breed and gender; disinfecting cages and work areas; feeding and caring for animals; performing humane euthanasia and disposing of bodies; making minor repairs to shelter facilities; answering inquiries about lost or found pets; releasing impounded animals to owners; assisting in public with pet selection; assisting veterinarians with vaccinations; performing animal behavior evaluations; updating computer files; keeping simple records; and running daily reports. Responsibilities of more experienced staff include handling more complex shelter issues; providing training and directing the work of less experienced staff, community service workers, volunteers, and inmates; monitoring safety practices and procedures; preparing and monitoring staff schedules; and maintaining inventories of controlled substances.

Market Range

Minimum Hourly Rate

\$13.13

Midpoint / Hiring Maximum

\$15.72

Maximum Hourly Rate

\$18.31

Likely Minimum Qualifications

- High school diploma or GED

Working Titles

- Animal Care Technician

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.