

Market Range Detail - Animal Shelter Technician

Effective Date

August 15, 2016

Market Range Title Description

Perform animal care work which entails a high level of public interaction at a shelter facility. Major components of this position include receipt, custody, daily feeding, care, euthanasia and disposal of animals; customer service, shelter maintenance, and related work to promote the health, safety, and welfare of people and pets.

Animal Shelter Technician is distinguished from the Animal Control Officer in that the latter patrols a designated area to enforce animal control laws and ordinances, and issue citations; and from the Animal Health Technician which primarily provides limited medical care to animals.

Provide courteous, prompt, high quality customer service to members of the public. Handle and care for animals with compassion and respect and demonstrate ethical behavior. Receive animals into shelter, check impounded animals for microchip identification or tags, attempt to notify owners, and confine animals in cages. Identify and isolate dangerous and/or ill animals. Take photos of animals upon intake and uploads those photos into the computer system. Accurately identify breed and gender of animals received. Clean and disinfect animal enclosures, cages, equipment, walkways, vehicles, and work areas. Feed and care for dogs, cats, and other species. Handle and move animals from one shelter area or facility to another. Perform humane euthanasia and dispose of animals according to department protocols. Make minor repairs to shelter facilities. May perform epidemiology in accordance with department protocol. Release impounded animals to owners. Answer inquiries about lost or found pets. Assist in selecting appropriate animals for adoptions. Perform adopter-to-animal and animal-to-animal interactions. Assist veterinarians with vaccinations. Sell licenses to the public and updates records accordingly. Update computer files when receiving, adopting, returning, transferring or euthanizing animals; maintain simple records. Run various daily reports including cash balancing. May perform animal behavior evaluations. May coordinate or participate in the transfer of animals to other organizations and foster homes. Responsibilities of more experienced lead staff include handling more complex shelter issues; providing training and directing the work of other technicians, volunteers, and inmates; monitoring safety practices and procedures; preparing and monitoring staff schedules; and maintaining inventories of controlled substances.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$13.40	\$16.45	\$19.50

Likely Minimum Qualifications

- High school diploma or GED
- Six months of relevant experience, which may include volunteer work, handling and caring for domestic animals in a kennel facility, veterinary clinic, animal hospital, or explaining rules and regulations to the public in an animal related environment or public service capacity.
- Other combinations of education, experience, or training that may be considered: Completion of 30 semester or 45 quarter units in Animal Health, Animal Science, Zoology or related animal sciences, OR Relevant experience providing direct care to patients within the healthcare industry may substitute, OR Advanced education, strong interpersonal skills, and an established interest, aptitude, and ability to care for animals and provide excellent customer service may substitute for minimum experience requirement.

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.