



City of Oakland Employment Opportunity Open

VETERINARY TECHNICIAN

- Open Recruitment ● All qualified individuals may apply
- Closing Date ● November 15, 2010 at 5:00 pm
- Salary/Work Week ● \$17.38 - \$21.33/hour, 40 hour work week
(Currently, there is an avg. of one mandatory business shutdown day per month.)
- Civil Service Status ● Classified (Job Code TC144)

THE POSITION

The City of Oakland is currently recruiting to fill one vacancy for the position of Veterinary Technician in the Animal Services Division of the Oakland Police Department. Under general supervision from the Director of Animal Services, the incumbent will assist in providing paraprofessional medical care and treatment to all impounded animals housed at the shelter animals; monitor the general health of the animal population; administer emergency first aid treatment; assist with surgery and follow-up care to animals in need; and perform related duties as assigned. Incumbents in this classification receive direct supervision from the Veterinarian. *The eligibility list established from this examination may be used to fill other vacancies that may occur and permanent full-time and permanent part-time positions in this classification.*

Typical duties may include, but are not limited to the following:

- Monitors the health of all animals; follows up on health observations reported by staff and volunteers, advises the Veterinarian regarding animals that need further medical care
- Ensures that all shelter animals are medicated following the strict instructions
- Maintains inventory of all medications, vaccines, medical supplies; reorder supplies as necessary
- Assists with and performs euthanasia of animals
- Ensures all animals in adoption are properly vaccinated and receives their pre-adoption examination
- Assists Veterinarian with surgery and prepares autoclave and surgery packs
- Follows-up on all animals sent for emergency medical treatment
- Ensures surgery, vet and grooming rooms are clean and organized
- Assists in the identification of possible disease outbreaks and works with the veterinarian and other staff to take appropriate preventive action
- Coordinates all veterinary care of foster animals

MINIMUM REQUIREMENTS FOR APPLICATION

Any combination of experience and education that is equivalent to the following minimum requirements is acceptable:

Education: Equivalent to the completion of the twelfth grade.

Experience: Two (2) years experience working in an animal shelter, clinic or kennel under the supervision of a licensed veterinarian. *Experience as a volunteer in an animal related industry is highly desirable.*

Certificate: Current Veterinary Technician license registered through the state is desirable.

License: Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Other Requirements: Must be twenty-one (21) years of age or older; must complete a Personal History Questionnaire (PHQ) and pass a job related background investigation; may be required to participate in criminal prosecution which may include testifying in court; must successfully complete an eight hour course in euthanasia within one year of employment; and incumbents in this classification will be required to receive all appropriate inoculations and vaccinations.

Additional Qualifications: Bilingual skills in Spanish, Cantonese, and Mandarin are desirable.

QUALIFICATIONS

Knowledge of: veterinary medicine and disease; medical treatment for a wide range of animals including domestic, livestock, wildlife and under aged animals; and safe work practices.

Ability to: care for domestic and wild animals; physically handle and examine a wide range of animals including aggressive, wild and under aged animal; learn laws and ordinances pertaining to animal care; follow oral and written instructions; communicate effectively orally and in writing; communicate effectively with individuals from diverse backgrounds; train staff and citizens on the proper care of animal; work in an environment with exposure to infectious animal diseases, animal waste, animal bite, aggressive animals, allergens and various industrial cleaning and disinfecting chemical; assist with the euthanasia of animals; to work nights, weekends, holidays and on-call schedules; and lift over 50 pounds.

THE SELECTION PROCESS

Stage I: The first stage in the selection process will consist of a review of each applicant employment application, and signed supplemental questionnaire for minimum qualifications (weighted pass/fail). **Applications submitted without all required materials will not be given further consideration.**

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency and/or veteran points) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of an oral examination and/or performance test that may be preceded by a brief written exercise (weighted 100%) and that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening **OR** the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Legal: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to **M.Gonzales**, Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-6930.

Background Checks and Drug Testing: The City may conduct a criminal background check, credit check, and/or qualifications check for applicants depending on the position sought. Final applicants will be required to sign an informed consent authorization form allowing the City to obtain their criminal history, credit report, and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent authorization form will not be considered further for the position.

The City of Oakland is a drug-free workplace. Job offers for certain positions may also be contingent upon passing a drug test.

HOW TO APPLY

City of Oakland application documents may be obtained in person or by sending a self-addressed stamped envelope and request to the Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019. You may also call (510) 238-3112 for information.

You may access a copy of the City's announcement and a Microsoft Word or PDF version of the employment application at the following Internet address: www.oaklandnet.com. Click on City Jobs to view current openings or access the employment application.

DATE OF EXAMINATION

To Be Announced

The City of Oakland is an EEO/ADA Employer. Please read the City of Oakland's Employment Information Pamphlet, which can be viewed online, prior to applying for a position at the City of Oakland.

M. Gonzales; (510) 238-6550
10-TC144-091/classified
Opens: 10/25/10
Closes: 11/15/10

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**VETERINARY TECHNICIAN
SUPPLEMENTAL QUESTIONNAIRE**

FINAL FILING DATE: MONDAY, NOVEMBER 15, 2010 AT 5PM

The supplemental questionnaire is intended to give you the opportunity to identify your qualifications and experience in specific job-related areas. Please return all completed application materials on-line, in person, or by mail to the Office of Personnel, 150 Frank H. Ogawa Plaza, Second Floor, Oakland, CA 94612-2019 no later than 5pm on Monday, November 15, 2010. Postmarks will not be accepted. Applications submitted without all required materials will not be given further consideration.

INSTRUCTIONS

Respond to each of the following questions. Typewritten pages are preferred if you are not applying on-line. Please be sure your experience relates directly to this position. The information you provide will be verified prior to a final offer of employment. Please specify the organization or jurisdiction for which you worked, your title, and the name and contact information of a supervisor who can verify the information you have provided. Place this information at the beginning of each response.

Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your rank on the list (before residency and/or veteran's credit is added).

Please type ONLY the last six digits of your Social Security Number on the top of each page.

1. Describe your work and/or volunteer experience assisting a veterinarian performing clinical diagnostic, laboratory activities, and treatment of animals in a veterinary hospital, humane society or city/county animal control/service environment.
2. What is your experience ordering, maintaining inventory and records of medicines and controlled drugs in accordance with the United States Food and Drug Administration in a veterinary hospital, humane society or a city/county animal control/service environment.
3. Explain your experience assisting a veterinarian with high volume spay/neutering.

CERTIFICATION OF APPLICANT

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge. Please sign and return this page with your application materials.

(Signature)

(Last 6 Digits of Social Security Number)

(Telephone Number)

(Date)