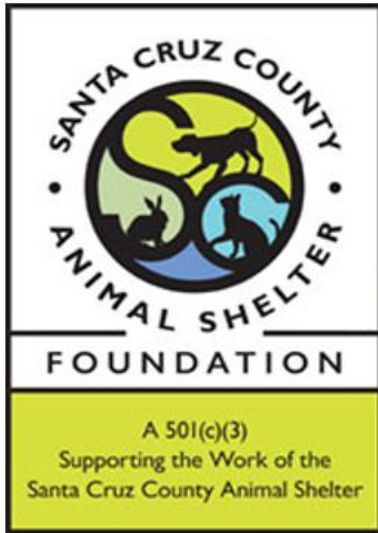


# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## ANIMAL HEALTH SPECIALIST

Supplemental Questionnaire Required  
Open and Promotional  
Job # 24-AC6-02

Salary: \$4,468 – 5,378/ Month

Closing Date: Monday, September 9, 2024

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under the general supervision of the Animal Services Coordinator or Animal Services Shelter Manager, provides routine care, exercise, basic training and medical treatment to animals in the shelter; cares for animals and assesses them for adoptability; assists in the placement of, or provides for the humane euthanasia of shelter animals; assists veterinarians in the medical treatment of or spay or neuter of animals; assists in developing protocols and implementing programs to maintain kennels in a sanitary and disease-free condition; and performs other duties as required. A Registered Veterinary Technician certificate is highly desirable.

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

**Two years of experience performing animal health care tasks for domestic animals in a veterinary office or animal shelter. A valid Registered Veterinary Technician license issued by the California State Veterinary Medical Board may be substituted for the required experience.**

**Special Requirements: Training:** Incumbent must attend and pass the Euthanasia by Injection certification course within the first six months of hire. **License:** Incumbent must possess and maintain a valid California Class C Driver License. **Hours:** Availability to work a flexible schedule including weekends



and/or holidays, and rotational on-call duty as required. **Lifting:** Incumbent must be able to lift, push/pull or carry up to 50 pounds unassisted. **Special Working Conditions:** Exposure to animals who may be hostile or dangerous and exposure to animal feces and urine. Incumbents will be encouraged to undergo a pre-rabies vaccination series.

**Knowledge:** Working knowledge of physical and behavioral characteristics of common domestic animals and livestock; the proper care and handling of domestic animals; physical and behavioral characteristics of domestic animals; breed identification; symptoms of rabies and other common animal diseases; safe and accurate handling of animal care medical and euthanasia equipment; various techniques of safe and humane euthanasia of animals; adoption guidelines and procedures; definitions and common working application of adoptability and redemption standards; State laws and local ordinances relating to the care, treatment, and impounding of animals; methods to properly clean the areas, kennels, cages, and equipment that are the responsibility of the Animal Care group. May assist Animal Services Coordinator by interfacing with existing and potential foster homes. Some knowledge of; methods, techniques, medications and pharmaceuticals used in the care and treatment of domestic animals and basic animal related surgical procedures in order to assist a Veterinarian.

**Ability to:** Handle animals properly and safely and perform work in a humane manner; conduct euthanasia of animals by direct injection; recognize symptoms of rabies and other common diseases of animals; properly complete necessary forms; work tactfully and effectively with co-workers, staff of other agencies working with animals, and the general public; with the assistance of Manager, develop and foster cooperative working relationships with veterinarians in the community; vaccinate animals; move heavy, immobilized or resistant animals; transport animals, supplies or equipment; maintain inventories of food and supplies, and advise Shelter Manager of the need to order supplies; collect and record fees; operate a personal computer for entering animal related data; understand and follow oral and written instructions; establish and maintain cooperative working relationships with co-workers; communicate effectively with animal control, and other animal services staff, other agencies, and the public, at times under stressful conditions; recognize symptoms of animal-related diseases, in order to separate for observation animals showing any signs of rabies or other animal related diseases; administer basic first aid; handle animal carcasses; and perform other duties as assigned.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

### **ANIMAL HEALTH SPECIALIST - SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your work or volunteer experience in the care and feeding of domestic animals in an animal shelter, boarding facility, vet hospital or other animal care-related organization. Include any experience you have with animal medical care, including humane euthanasia.
2. Describe your experience interacting with or evaluating domestic animals including feral, fractious, or sick animals.

**EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

**LIVE Here      WORK Here      PLAY Here**