



Health Job Family: **Animal Technician Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Specialty	Animal Technician I INDIVIDUAL CONTRIBUTOR	Animal Technician II INDIVIDUAL CONTRIBUTOR	Animal Technician III INDIVIDUAL CONTRIBUTOR	Animal Technician IV INDIVIDUAL CONTRIBUTOR	Senior Animal Technician INDIVIDUAL CONTRIBUTOR
<u>Husbandry</u>	Supply daily food and water to animals according to specified requirements and strict protocols for sterile or disease control environments for animal welfare.	Responsible for feeding, cleaning and handling of animals according to specified requirements and strict protocols for sterile or disease-control environments are followed for animal welfare.	Responsible for feeding, cleaning, handling, breeding, and treatment of experimental procedures according to specified requirements. Maintain that strict protocols for sterile or disease-control environments are followed for animal welfare.	Administer care for animals; feeding, cleaning handling, breeding, and treatment and observation of experimental procedures according to specified requirements. Ensure that strict protocols for sterile or disease-control environments are followed for animal welfare.	Oversee care for animals; feeding, cleaning handling, breeding, and treatment and observation of experimental procedures according to specified requirements. Ensure that strict protocols for sterile or disease-control environments are followed for animal welfare.
	Maintain cleanliness of animal cages and facilities, which includes operation of cage washer, autoclave, high pressure washers, floor maintenance machines, or hand operated utensils	Maintain cleanliness of secondary environment and support areas of facility, which includes storage rooms, laundry facility, hallways, surgery prep areas and feeding rooms.	Ensure cleanliness and monitor mechanical equipment to maintain facility readiness for inspections.	Inspect animal facilities to monitor animal health, check for compliance with animal welfare regulations, and review standard operating procedures.	Ensure animal facilities are in compliance with animal welfare regulations, and review standard operating procedures.
	Change bedding, papers and pan liners as specified; remove waste in a safe, sanitary manner while minimizing potential aerosol contaminants in animal rooms.	Care for animals requiring unique housing and/or animals carrying hazardous human diseases or agents.	Care for animals including those under high containment requiring unique housing and/or animals carrying hazardous human diseases or agents.	Examine animals for signs of illness and communicate clinical information to veterinarian. May conduct surgery on rodents and/or coordinate with rodent breeding programs.	May examine animals for signs of illness and communicate clinical information to veterinarian. May conduct surgery on rodents and/or coordinate with rodent breeding programs.

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	Provide daily observation and report any health concerns to supervisor, update records.	Perform data collection and record keeping associated with research projects in compliance with animal welfare and other relevant laws/regulations.	Provide detailed records associated with procedures and research projects in compliance with animal welfare and other relevant laws/regulations.	Maintain clinical and research records; evaluate records for compliance with animal welfare and other relevant laws/regulations.	Oversee clinical and research records; evaluate for compliance with animal welfare and other relevant laws/regulations.
		Provide daily updates on animals to supervisor and team	Routinely collaborate with animal care team to discuss and implement care plans	Collaborate with animal care team to determine and discuss care plans	Lead collaboration of animal care teams and partner with veterinarians, faculty and clinicians to determine and implement care plans
	Assist veterinarians in vaccinating animals and collecting blood samples.	Administer routine vaccination, collect blood samples and other specimens.	Schedule and conduct routine vaccinations and medical treatments as instructed.	Perform or lead clinical care of animals, including health examination, collection of diagnostic samples, administration of medications and vaccinations, assistance in surgery and administration and monitoring of anesthesia.	Supervise and administer clinical care of animals, including health examination, collection of diagnostic samples, administration of medications and vaccinations, assistance in surgery and administration and monitoring of anesthesia.
		Identify and report emergency situations as needed; contact clinical staff or appropriate investigator to report animals requiring special care.	Identify and report emergency situations as needed; contact clinical staff or appropriate investigator to report animals requiring special care.	Respond and evaluate need for appropriate action for routine and emergency-situations; assess and contact clinical staff or appropriate investigator to report animals requiring special care.	Respond and evaluate need for appropriate action for routine and emergency-situations; assess and contact clinical staff or appropriate investigator to report animals requiring special care.
			May assist and contribute to policies, procedures, research and/or planning.	Assist, contribute and influence decisions of various policies, procedures, research and planning.	Contribute and influence decisions of various policies, procedures, research and planning.
			Assist instructors with demonstrations and student instruction in techniques such as restraining and species identification.	Perform or teach technical research animal manipulations, including restraint, injections, blood collections, surgery and anesthesia.	Perform or teach technical research animal manipulations, including restraint, injections, blood collections, surgery and anesthesia.

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				Perform diagnostic tests including fecal parasite examinations, urinalysis, hematology (including samples which may contain microorganisms infectious to both animals and humans).	Schedule and perform diagnostic tests including fecal parasite examinations, urinalysis, hematology (including samples which may contain microorganisms infectious to both animals and humans).
		Use equipment requiring extensive safety procedures and protective devices.	Use equipment requiring extensive safety procedures and protective devices.	Operate laboratory equipment such as blood cell counters and gas anesthesia machines and prepare sterile surgical equipment.	Coordinate laboratory equipment usage, troubleshoot equipment problems, and oversee maintenance.
				Gather and compile statistical information from facility managers, veterinarians, research investigators and others for accreditation reports, veterinary college annual reports and for intra-departmental needs.	Assist with preparation of accreditation reports, veterinary college annual reports and for intra-departmental needs.
	May be responsible for transporting animal from one facility to another.	May be responsible for transporting animal from one facility to another.	May be responsible for transporting animal from one facility to another.	Coordinate pickup and delivery of animals and equipment.	Coordinate pickup and delivery of animals and equipment.
		Act as liaison between supervisor and weekend/holiday crew.	May provide functional backup supervision in the absence of the supervisor; may be responsible for monitoring assigned personnel on weekends and holidays.	May participate in hiring and training of new employees and may oversee animal care personnel and coordinate work schedules acting as team lead.	Supervise animal care personnel, coordinating work schedules with other Supervisors in each of the animal care units.
			May provide on-the-job training in basic animal care such as feeding, cleaning and grooming.	May provide and/or ensure staff receive necessary training and testing; maintain required training records.	May provide and/or ensure staff receive necessary training and testing; maintain required training records.

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<u>Technologist</u>			Provide assistance to the technical clinical and surgical programs, breeding/colony management programs, health monitoring programs, adoption programs, enrichment programs, training programs, and preventative medicine programs for CU's research and teaching animals	Provide technical and clinical support for the health care and surgical programs, breeding/colony management programs, health monitoring programs, exportation programs, training programs, and preventative medicine programs for CU's research and teaching animals	Coordinate groups and provide leadership and oversight to the Vet Tech team involved with clinical and surgical programs, breeding/colony management programs, adoption programs, enrichment programs, health monitoring programs, animal users training programs, and preventative medicine programs for CU's research and teaching animals.
			Provide proper handling and/or surgery restraint techniques.	Provide proper handling and/or surgery restraint techniques for various species.	Develop & deliver training programs for other animal technical staff; independently coordinate and administer adoption program
				Interact with and train individuals of diverse education and skill levels.	Interact with and train individuals of diverse education and skill levels.
				Assist with research projects.	Coordination and contribute to research projects.
					Serve as an institutional resource to the Cornell community for complying with regulatory requirements.
					Assure university compliance with state and federal standards for animal welfare; participate in IACUC protocol review and inspections; document animal health and regulatory activities.
					Interact with Veterinarians and PIs; provide recommendation and guidance for decision making

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10045 ANIMAL TECHNICIAN I, BAND A	10046 ANIMAL TECHNICIAN II, BAND B	10047 ANIMAL TECHNICIAN III, BAND C	10048 ANIMAL TECHNICIAN IV, BAND D	11917 SENIOR ANIMAL TECHNICIAN, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school Diploma and up to 6 months relevant experience or equivalent combination	High school Diploma and up to 1 year relevant experience or equivalent combination. May be required to have completed certification for Assistant Laboratory Animal Technician (ALAT) through AALSA or be eligible for certification. May also require biosafety level 3 training (chemical hazards).	Associates Degree and up to 2 years relevant experience or equivalent combination. May be required to have completed certification for Assistant Laboratory Animal Technician (ALAT) through AALSA or be eligible for certification. May also require biosafety level 3 training (chemical hazards).	Associates Degree and 2 to 4 years relevant experience or equivalent combination. May be required to have completed certification for Assistant Laboratory Animal Technician (ALAT) through AALSA or be eligible for certification. May also require biosafety level 3 training (chemical hazards).	Associates Degree and 4 to 6 years relevant experience or equivalent combination. May be required to have completed certification for Assistant Laboratory Animal Technician (ALAT) through AALSA or be eligible for certification. May also require biosafety level 3 training (chemical hazards).
IMPACT	Affects immediate department	Extends beyond department	Extends beyond department	Extend beyond college/unit	Extend beyond college/unit
CONTACTS - INSIDE	Receive information Provide Information	Assists others Cooperation of task completion Handle confidential information	Assists others Cooperation of task completion Handle confidential information	Coordinate activities Contribute to group projects	Coordinate activities Provide guidance and instruction Contribute to group projects
CONTACTS - OUTSIDE	Limited contact	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business Provide factual information Obtain information	Conduct somewhat complex business Provide detailed instruction Obtain information
CONTACTS - STUDENTS	Provide information and instruction on policies/ procedures	Provide information and instruction on policies/ procedures	May provide training and instruction on equipment, instruments, machinery and methods	Provide training and instruction on equipment, instruments, machinery and methods	Provide training and instruction on equipment, instruments, machinery and methods

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SUPERVISION	None given	Students Temporaries On-the-job training	Students Temporaries On-the-job training	Students Temporaries On-the-job training and my assign work	Assigns and reviews work Recommend hiring and participate in performance appraisals
COMPLEXITY	Tasks relate to one specific area of work	Entire field tasks	Focus on an entire field	Focus on an entire field	Focus on an entire field
LEVEL OF DECISION MAKING	Responsible for routine decisions within limits prescribed by established policies or by supervisor	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits.
FREEDOM OF ACTION	Accomplish work tasks on detailed instruction from supervisor	Accomplish work tasks on detailed instruction from supervisor	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress
SUPPORT SKILLS – WRITING	Limited responsibility, OR is position's area of work	Provide standard responses to inquiries	Provide standard responses to inquiries	Provide non-standard responses to inquiries	Provide non-standard responses to inquiries
SUPPORT SKILLS – COMPUTER	Limited responsibility, OR is position's area of work	Uses business or technical programs for data input or word processing to create documents or reports	Uses business or technical programs for data input or word processing to create documents or reports	Uses a variety of business or technical programs to complete information management or production tasks	Uses a variety of business or technical programs to complete information management or production tasks

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WORKING CONDITIONS - PHYSICAL	Lift more than 50 lbs.	Lift more than 50 lbs.	Lift more than 50 lbs.	Lift more than 50 lbs.	Lift more than 50 lbs.
WORKING CONDITIONS - VISUAL	Normal concentration and visual attention	Normal concentration and visual attention	Close concentration and visual attention	Close concentration, visual attention and need for manual dexterity	Close concentration, visual attention and need for manual dexterity
WORKING CONDITIONS - HAZARD	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Extreme working conditions at times, including exposure to hazards including contact with sick or violent people; sick or dangerous animals or highly toxic plants; highly toxic chemicals or substances; or equipment requiring extreme safety precautions. Safety gear is necessary for work activities.	Extreme working conditions at times, including exposure to hazards including contact with sick or violent people; sick or dangerous animals or highly toxic plants; highly toxic chemicals or substances; or equipment requiring extreme safety precautions. Safety gear is necessary for work activities.	Extreme working conditions at times, including exposure to hazards including contact with sick or violent people; sick or dangerous animals or highly toxic plants; highly toxic chemicals or substances; or equipment requiring extreme safety precautions. Safety gear is necessary for work activities.