

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31525
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	03	Grade:	16
Workers Comp Code:	7720		

Job Code Established:	03/01/03	Effective Date:	03/01/03
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Animal Health Inspector Series

JOB CODE TITLE: ANIMAL HEALTH INSPECTOR

HRIS TITLE: ANIMAL HLTH INSPR

CHARACTERISTICS OF THE CLASS: Works under general supervision, in accordance with industry standards, and agency policy. Frequently works alone in isolated rural areas. Oversees animal health and welfare and provides animal health protection for the State's animal industries. Monitors the health and proper identification of livestock in commerce, on ranches, in feedlots, dairies, auction markets and exhibitions. Monitors industry's compliance with the Department's self-inspection and fee submission requirements through periodic review/audit of livestock owner's records. Supports ongoing animal health programs and programs for new emerging animal diseases. Receives training on basic investigative procedures and may conduct preliminary investigations of complaints of animal health regulations, animal neglect or abuse and animal theft. May assist Animal Health Officer or Office of Review and investigations (ORI) Special Investigators with more in-depth investigations of violations when necessary. May conduct inspections on interstate and private treaty sales of livestock. Provides documentation for a traceback audit trail in the case of an animal health outbreak. Serves as liaison with the local animal industries and local officials on animal health issues and animal emergency response preparedness. Supports any emergency response involving animals either directly or indirectly. Authorized to approve or stop the continued movement of livestock, to conduct animal seizure in situations of immediate life threat to the animal, to issue verbal quarantines in cases of suspected foreign animal disease or violations of animal import regulations. Frequent travel with overnight stays away from home base; work can encounter extremes of heat, cold, rugged terrain and potentially hazardous conditions from animals and law violators.

EXAMPLES OF DUTIES: Monitors the health of animals moving through international and interstate ports of entry. Monitors the health of livestock in commerce and conducts health inspections and audits of records for compliance with self-inspection ownership requirements at ranches, feedlots, dairies, auction markets and exhibitions. Diseased animals tagged, records made and isolation/quarantine ordered. Conducts follow-up inspections of isolated/quarantined animals. Conducts health and ownership inspections of livestock involved in interstate shipments and private treaty sales. Prepares documentation for a traceback audit trail in the case of an animal health outbreak. Assists with feedlot and rancher quality assurance programs. Inspects to ensure compliance with statutes and regulations. Serves as agency liaison with county and state fair boards, county extension personnel, county emergency management agencies and local veterinary practitioners, for animal health monitoring and emergency preparedness activities. Assists with emergency responses involving animals either directly or indirectly. On occasion, conducts inspections involving fee collection, writes receipt for payment, accounts for and deposits fees and forwards paperwork for accounting purposes. May conduct preliminary investigation for complaints of animal neglect, abuse, cruelty or theft. Assists animal health officer, ORI special investigator or assistant state veterinarians in conducting investigations of animal neglect, abuse, cruelty or theft as necessary. May issue verbal quarantines in cases of suspected foreign animal disease or violations of animal import regulations. May halt the continued movement of livestock and conduct animal seizures in situations of immediate life threat to the animal. Issues citations for violation of animal import regulations. Prepares reports on preliminary investigations, health

inspections and audits of self-inspection records. Maintains equipment and vehicle. Occasional travel with overnight stays away from home base; work can encounter extremes of heat, cold, rugged terrain and potentially hazardous conditions from animals. Performs related work as required.

Responsibility: to recognize various animal diseases. The ability to handle livestock safely. The ability to work alone and effectively in isolated areas. The ability to think analytically and solve problems independently. The ability to prioritize, schedule and respond to ever changing priorities. The ability to interact effectively with the animal industry and the public. The ability to communicate effectively, both verbally and in writing. The ability to comprehend and apply statutes, rules, regulations and policies relating to animal ownership, animal health and animal welfare. The ability to determine the authenticity of animal health certificates and ownership paperwork. The ability to detect symptoms of animal disease and initiate animal disease quarantine and traceback protocols.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: animal nutrition, husbandry and health; State statutes and regulations governing livestock and animal health and abuse including those for livestock importation; USDA regulations governing international and interstate livestock movement; the symptoms and controls of livestock diseases and disease traceback methodologies; animal welfare and humane handling practices; investigative practices and procedures; the principles and practices of inspecting livestock; brands and branding techniques; principles and practices of emergency preparedness; report writing and recordkeeping principles; basic mathematics; basic computerized information systems..

Ability to: communicate verbally and in writing; use independent judgment while working alone in isolated areas; interpret statutes, rules and regulations governing livestock, animal health and animal abuse; apply techniques and methods used in monitoring the health of livestock; detect symptoms of animal disease; apply animal disease controls; research and collect animal disease traceback information; perform compliance audits of livestock owner self-inspections using the appropriate audit techniques and methods; prepare reports; maintain records; perform basic mathematical calculations.

SPECIAL SELECTION FACTOR: Requires ability to pass a post-offer physical exam. Requires possession of and ability to maintain a current, valid Arizona driver's license appropriate to the assignment.