

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31526
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	03	Grade:	17
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 Series

JOB CODE TITLE: ANIMAL HEALTH OFFICER

HRIS TITLE: ANIMAL HLTH OFFICER

CHARACTERISTICS OF THE CLASS: Works under only very general supervision, in accordance with industry standards and agency policy. Frequently works alone in isolated rural areas. Utilizes independent judgment and discretion in determining and accomplishing daily work activities. Certified through the Arizona Peace Officers Standards and Training (AzPOST) Board as a peace officer. In this capacity, enforces Title 3 statutes and portions of other statutes relating to animal health and animal abuse. 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. Investigates violations of animal health regulations, animal neglect or abuse and animal theft. Conducts 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 animals either directly or indirectly. Authorized to issue citations for violation of animal import regulations, 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, to serve warrants and to make arrests. Testifies in court as required. Frequent travel with overnight stays away from home base; work can encounter extremes of heat, cold, rugged terrain and potentially hazardous conditions from animal and law violators.

EXAMPLES OF DUTIES: Enforces Title 3 and portions of other statutes relating to animal health and abuse. Maintains AzPOST certification as a peace officer. 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. 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. Investigates complaints of animal neglect, abuse, cruelty or thefts. Prepares reports on investigations, health inspections and audits of self-inspection records. Occasionally conducts inspections involving fee collection, writes receipt for payment, accounts for and deposits fees and forwards paperwork for accounting purposes. Assists with the on-the-job training of new inspectors. Works with department's Office of Review and Investigation (ORI) special investigators, assistant state veterinarians, and county attorneys on criminal animal theft of animal abuse cases. 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. Interviews witnesses to obtain information in investigations of law violations or noncompliance with regulations. Serves warrants, makes arrests and testifies in court as required. 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 and law violators. 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.

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; symptoms and controls of livestock disease and disease traceback methodologies; animal welfare and humane handling practices; investigative practices and procedures; principles and practices of law enforcement; principles and practices of inspecting livestock; brands and branding techniques; the 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 and discretion 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; apply audit techniques and methods used in compliance audits of livestock owner self inspections; determine authenticity of animal health certificates and ownership paperwork; apply investigative techniques and methods used in animal theft and animal abuse cases; use law enforcement controls for violations; prepare reports; maintain records; perform basic mathematical calculations.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam. Requires possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment. Requires Arizona Peace Officer Standards and Training (AzPOST) Board certification prior to achieving permanent status. Requires ability to maintain AzPOST certification.