

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

VETERINARIAN MANAGER

JOB DESCRIPTION

Employees in this job function as managers with responsibility for planning, coordinating, and directing veterinary science activities in a specified region or program area. The employee, under general supervision, works within general methods and procedures, exercising considerable independent judgment to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, and regulations of the state veterinary science, supervisory techniques, and personnel policies and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Veterinarian Manager-2

Veterinarian Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title – Veterinarian Manager-3

Veterinarian Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Veterinarian Manager-4

Veterinarian Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Coordinates animal inspection and health activities.

Directs animal disease control programs in cooperation with professional, industrial, education, and public groups.

Coordinates veterinary science activities with those of other areas of the state and/or other states.

Directs the issuance of certificates of sale for movement, import, and export of livestock.

Examines veterinary science program reports and takes necessary remedial action to correct deficiencies.

Keeps informed of developments in meat inspection and animal health activities.

Interprets and explains state and federal laws, rules, regulations, and acts pertaining to meat inspection and animal health status.

Serves as an expert advisor to others on matters pertaining to meat inspection and animal health.

Consults with other veterinarians and experts on the diagnosis of livestock, meat inspection, and animal health problems.

Prepares and maintains budget plans for personnel, equipment, and operating costs of the work area.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of the principles and practices of veterinary medicine.

Extensive knowledge of the treatment, prevention, and control of common animal diseases.

Extensive knowledge of state and federal laws, rules, regulations, and acts pertinent to meat inspection and animal health.

Extensive knowledge of the pathological, physiological, and biological conditions observable in antemortem and post mortem animal inspections.

Thorough knowledge of the fundamental principles and methods of clinical diagnosis.

Thorough knowledge of meat inspection techniques.

Thorough knowledge of meat processing facility sanitation requirements.

Thorough knowledge of practices in animal breeding, farm management, and livestock marketing.

Considerable knowledge of training and supervisory techniques.

Considerable knowledge of employee policies and procedures.

Some knowledge of equal employment practices.

Some knowledge of administrative management and budgeting techniques.

Ability to instruct, direct, and evaluate employees.

Ability to apply knowledge of veterinary medicine to veterinary science activities and techniques.

Ability to inspect livestock animals, meat slaughterhouses, and meat processing plants.

Ability to interpret and explain various state and federal laws, rules, regulations, and acts governing animal health and meat inspection activities to specific work situations.

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Ability to conduct field investigations, compile data, interpret results, and make recommendations.

Ability to make histological and pathological examinations of animals and animal tissues.

Ability to evaluate the safety and effectiveness of chemical agents on experimental animals and in the treatment of animal diseases.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a doctorate degree in veterinary medicine.

Experience

Veterinarian Manager 13

Two years of professional experience equivalent to a Veterinarian P11 or one year equivalent to a Veterinarian 12.

Veterinarian Manager 14

Three years of professional experience equivalent to a Veterinarian P11, two years equivalent to a Veterinarian 12, or one year equivalent to a Veterinarian Manager 13 or Veterinary Specialist 13.

Veterinarian Manager 15

Three years of professional experience equivalent to a Veterinarian 12, two years equivalent to a Veterinarian Manager 13 or Veterinary Specialist 13, or one year equivalent to a Veterinarian Manager 14 or Veterinary Specialist 14.

Special Requirements, Licenses, and Certifications

Possession of a license to practice veterinary medicine in Michigan.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
VETERIMGR

Job Code Description
Veterinarian Manager

Position Title
Veterinarian Manager-2
Veterinarian Manager-3
Veterinarian Manager-4

Position Code
VETMGR2
VETMGR3
VETMGR4

Pay Schedule
NERE-120
NERE-121
NERE-122

ECP Group 3
Revised 7/1/06
EF