

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

VETERINARY SPECIALIST

JOB DESCRIPTION

Employees in this job function as specialists with responsibility for veterinarian program or specialty area, or as an administrative assistant to a manager, administrator, or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title - Veterinary Specialist-2

Veterinary Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Veterinary Specialist-3

Veterinary Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

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.

Specialist:

Recommends and formulates procedures, policies and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Maintains liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Inspects, registers and licenses such animal health disease control and eradication program areas as pet shops, animal shelters, dog pounds, livestock auction sales, and animal research facilities, etc.

Inspects stockyard animals for compliance with health and sanitation standards.

Conducts complex surveys of the operations of slaughterhouses and meat processing plants for compliance with state and federal laws, rules, regulations, and acts pertaining to meat inspection and animal health.

Investigates reports of emergency, epidemic, contagious, infectious or exotic animal diseases, and recommends proper course of eradication, control and prevention.

Inspects livestock suspected of disease, reports disease outbreaks, and issues quarantines as necessary.

Investigates complaints from the public concerning sick animals, cruelty to animals, dissatisfaction with pet shops, and other general animal complaints.

Evaluates the safety and effectiveness of the more advanced antibiotic, anti-microbial and anti-cancer agents on experimental laboratory animals, and in the treatment of acute, infectious livestock diseases.

Compiles and prepares periodic and/or special reports on investigations and surveys conducted, evaluates results, and makes appropriate recommendations.

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

Consults with practicing veterinarians and other experts on difficult meat inspection and animal health problems.

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

Recommends appropriate corrective actions to violators of the laws, rules, regulations, and acts governing meat inspection and animal health activities. Provides assistance in the prosecution of violators, when necessary.

Conducts and/or attends meetings on work related issues.

Reviews pertinent literature and keeps abreast of developments in meat inspection and animal health activities.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development for the division.

Represents the official at meetings.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws, and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the principles and practices of veterinary medicine.

Knowledge of the treatment, prevention, and control of the common diseases of livestock animals.

Knowledge of the pathological, physiological, and biological conditions observable in antemortem and postmortem meat inspections.

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

Knowledge of meat inspection techniques.

Knowledge of meat processing facility sanitation requirements.

Knowledge of the fundamental principles and methods of clinical diagnosis.

Knowledge of the techniques involved in performing autopsies.

Knowledge of laboratory examination of materials and chemical agents in the diagnosis and pathological study of animal diseases.

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

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to apply knowledge of veterinary medicine to veterinary science activities and techniques.
Ability to inspect meat slaughterhouses, meat processing plants, and livestock animals.
Ability to perform antemortem and postmortem investigations of livestock animals.
Ability to administer tests for disease in livestock and to interpret test results.
Ability to interpret various state and federal laws, rules, regulations, and acts governing animal health and meat inspection activities to specific work situations.
Ability to recommend corrective actions to violators of state and federal laws, rules, regulations, and acts governing animal health and meat inspection activities.
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, and prepare reports and correspondence related to the work.
Ability to maintain favorable public relations.
Ability to communicate with others verbally and in writing.

Working Conditions

Some jobs require an employee to be exposed to disease and illness.
Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.
Some jobs require an employee to be exposed to hazardous work environments.
Some jobs require an employee to be exposed to inclement weather conditions.
Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Physical Requirements

None

Education

Possession of a doctorate degree in veterinary medicine.

Experience

Veterinary Specialist 13

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

Veterinary Specialist 14

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

Special Requirements, Licenses, and Certifications

Michigan licensure to practice veterinary medicine.

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

VETERISPL

Job Code Description

VETERINARY SPECIALIST

Position Title

Veterinary Specialist-2

Veterinary Specialist-3

Position Code

VETRSPL2

VETRSPL3

Pay Schedule

H21-020

H21-036

SA

10/25/2015