

County of Santa Cruz

INVITES YOU TO APPLY FOR:



Registered Veterinary Technician

Supplemental Questionnaire Required

Open and Promotional

Job # 23-AD4

Salary: \$4,732 - 5,536 / Month

Plus \$15,000 Hiring and Retention Incentive¹

Closing Date: Continuous

LAST DATE TO APPLY: Continuous – Applicants are encouraged to apply as soon as possible. This recruitment may close once enough qualifying applications have been received.

THE JOB: Under general supervision, assists a Veterinarian in healthcare and surgery for animals brought into the shelter and the spay/neuter clinic; performs animal health procedures consistent with status as a licensed Registered Veterinary Technician; and performs other work as required.

This position is responsible for independently providing paramedical treatment to animals and more complex medical treatment under the direction of a licensed Veterinarian. Incumbents may provide lead direction to Animal Health Specialists and other Registered Veterinary Technicians as well as providing training and instruction to volunteers and other Animal Shelter staff.

The current vacancies are for EXTRA-HELP and FULL-TIME employment, however the eligible list established from the recruitment may be used to fill part-time and substitute positions

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Possession and maintenance of a valid Registered Veterinary Technician license issued by the State of California Veterinary Medical Board.

Special Requirements: Training: Incumbents must attend and pass the Euthanasia by Injection certification course within the first six months of hire. **License:** Incumbents must possess and maintain a valid California Class C Driver License and a valid Registered Veterinary Technician license issued by the State of California Veterinary Medical Board. **Hours:** Availability to work a flexible schedule including weekends and/or holidays and rotational on-call duty as required. **Lifting:** Incumbent must be able to lift, push/pull or carry up to 50 pounds unassisted. **Special Working Conditions:** Exposure to potentially hostile



or dangerous animals and exposure to animal feces and urine. Incumbents will be encouraged to undergo a pre-rabies vaccination series.

Knowledge: Working knowledge of methods, techniques, medications and pharmaceuticals used in the care and treatment of domestic animals; animal related surgical procedures in order to assist Veterinarian; scope of practice for Registered Veterinary Technician in the State of California; animal care and husbandry; anesthesia procedures and techniques; sterilization and surgical pack preparation procedures; disease symptoms of domestic animals; euthanasia procedures and techniques; procedures to perform prophylactic evaluations, cleanings and uncomplicated tooth extractions; procedures used to control and administer pharmaceuticals; state and local codes, ordinances and regulations governing quarantine, impounding, care and disposal of animals. Some knowledge of written communication for narrative reports; customer service techniques for dealing with customers, often in a difficult or confrontational situation.

Ability to: Perform medical procedures, administer medications and vaccinations in accordance with license; prepare animals for surgery, assist with surgery and care for animals after surgery; assess animals for illness/injury, handle and care for animals in a humane manner and provide appropriate treatment to injured or sick animals as prescribed by the Veterinarian; induce and monitor animals under anesthesia; identify symptoms of rabies and other common diseases of animals; work tactfully and effectively with co-workers, staff of other agencies working with animals and the general public; move heavy, immobilized or resistant animals; maintain inventories of drugs and medical supplies and advise Shelter Manager of the need to order supplies; operate a personal computer; understand and follow oral and written instructions; function calmly and determine the appropriate course of action in stressful and/or emergency situations.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

REGISTERED VETERINARY TECHNICIAN - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience working in the Animal Welfare field.
2. Describe your experience working in an open-admission animal shelter.
3. Describe your experience working in a high volume animal spay and neuter setting.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

¹Hiring Incentive of \$7,500 upon employment and \$7,500 upon completion of 2080 hours of service

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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