



**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
Seattle, WA 98108
(206) 205-8575
(206) 296-0514 FAX

Worker:
Claim #:
Job Title: Animal Care Technician/Animal
Control Officer-Shelter
DOT#: 249.367-010

☒ Job of Injury ☐ Light Duty Position ☐ Direct/Transferable Skills Position ☐ Training Goal

JOB ANALYSIS

Job Title: Animal Care Technician/Animal Control Officer – Shelter	DOT Title: Animal Shelter Clerk
SVP: 3	DOT #: 249.367-010
SOC: 43-9061	Type of Industry: 634

Analyst: Jennifer Kabacy, CDMS	Source: Regional Animal Services of King County (RASKC) 21615 64th Ave. S. Kent, WA. 98032
Assigned VRC: Jennifer Kabacy, CDMS	Contact: Brittany Hagen, Senior HR Analyst; Gene Mueller, Manager
Date: 7/8/2013	Phone: 206-296-5172; 206-205-6305
<input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Interview <input type="checkbox"/> Representative	

Job Description: Provides customer service at shelter. Cleans, feeds, waters and monitors all animals held at the animal control shelter; euthanizes animals; operates all related equipment to maintain shelter and grounds; educates public on animal adoption, behavior, training, husbandry, laws and policies, vaccinates all dogs and cats upon arrival at shelter; establishes and increases public awareness regarding positive pet ownership and care via public education and counseling, as needed; screens and counsels potential adopters to make sure adopted animals will receive healthy and humane care; performs counter duties of receiving and redeeming animals; issues licenses and answers general inquiries from the public; cleans and sanitizes shelter with provided equipment to maintain a healthy and humane environment for animals; medicates sick or injured animals as prescribed by veterinarian; performs other duties as assigned. Assignments to the field or shelter are bid by guild seniority.

Essential Functions:

1. Provides high quality customer service at the shelter.
2. Cleans, feeds, waters, and monitors animals held at the shelter.
3. Cleans cages and floors where animals are held at the shelter.
4. Educates the public on responsible pet ownership, and appropriate animal care and on applicable rules and regulations.
5. Vaccinates all dogs and cats upon arrival at the shelter.
6. Performs service counter duties including receiving, adopting, and redeeming animals, issuing licenses, and answering questions from the public.
7. Cleans and sanitizes the shelter to maintain a healthy and humane environment.
8. Cares for and medicates sick or injured animals as prescribed by veterinary staff.
9. Works with volunteers at the shelter.
10. Euthanizes animals.
11. Other duties as assigned.

Non-Essential Functions:

1. Various committees.



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Job Qualifications and Skills:

Ability to deal courteously and tactfully with the general public and maintain composure in difficult and stressful situations. Lift 60 pounds and/or complete a physical examination of animals. Ability to handle animals in a humane manner under a variety of situations, perform moderately strenuous tasks and lift animals of all sizes. Ability to use computers and to be on call for hours outside of normally assigned shift. Must have a Washington State driver's license with no moving violations within the past three years. Ability to drive safely throughout King County on tight deadlines. Assignments to the field or shelter are bid by guild seniority.

Machines, Tools, Special Equipment, Personal Protective Equipment Used: Gloves, survival/1st aid kit, fire extinguisher, whistle, come along pole, pepper spray, rubber boots, ear protection, eye protection, vest, hard hat, disposable apron, jumpsuit, face mask, hazmat suit, clipboard, plastic cat carrier, snappy snare, lariats, lead ropes, leashes, cage, come-along (long pole with noose), office equipment (computer, telephone, copy machine, fax), washing machine, dryer, microchips, dishwasher, microchip scanner, anti-fatigue mats, cash register and medications.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern*
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	_8-10_ Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	_4-5_ Days Per Week

*When on an 8 hour shift the employee works 9:30-6:30 or 7:30-4:30 with a 1-hour lunch and 2 15-minute breaks. When on a 10-hour shift the employee works 7:30am-6:30pm with a 1 hour lunch and 2 15-minute breaks. The employee can choose the work schedule based upon seniority.

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting	10%		X					Seldom, when completing paperwork, interviewing people, and completing forms, although these duties are more typically performed while standing.
Standing	Up to 90%					X		Standing is constant, and intermittent with walking for a combined total of up to 8 hours per shift, to provide customer service and computer duties at the front desk, clean animal areas, provide animal care, etc.
Walking	Up to 90%					X		Walking is constant, and intermittent with standing for a combined total of up to 8 hours per shift, to provide customer service and computer duties at the front desk, clean animal areas, provide animal care, etc.



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Lifting floor – waist Up to 20 pounds	N	S	O	F	C	For up to a few seconds at a time and one hour total per shift to lift small animals, carriers, buckets of cleaning solution, foam cleaners, hoses, cages, laundry, and office supplies.
			X			
Lifting Waist to overhead Up to 10 pounds			X			For a few seconds at a time and 30 minutes total per shift to lift small animals into high cages, or to clean high cages.
Lifting Floor – waist 21-50 pounds	N	S	O	F	C	For a few seconds at a time and up to one minute per shift to lift dogs and small live stock.
		X				
Lifting Floor – waist Up to 60 pounds	N	S	O	F	C	For a few seconds at a time and one minute per shift to lift a bag of animal food weighing up to 60 pounds.
		X				
Carry (Dist.)	N	S	O	F	C	Seldom to occasionally for 30 seconds at a time up to 1 hour per shift for distances up to 100 feet with weights of up to 20 pounds; and distances up to 10-20 feet with weights up to 60 pounds.
		X	X			
Pushing/Pulling	N	S	O	F	C	With up to 20 pounds of force for up to 1 hour total in a work day, while pushing cleaning carts, laundry bins, or garbage cans; or pulling a reluctant animal on a leash or wheeled cage with an animal in it. Employee also opens/closes cage doors up to 100-200 times per day with a pushing/pulling force of 3-10 pounds.
			X			

	N	S	O	F	C	
Climbing			X			Occasionally climb ramps into out-buildings at shelter facility. Occasionally climb stepladder to retrieve an animal from a high cage, or to clean cages. Climbing stepladder may occur 30-120 times per day.
Balancing			X			To balance on stepladder.
Stooping / Bending			X			Occasionally at neck and torso for up to 5 minutes at a time, 2-3 hours per shift to clean low cages, put leash on a dog, pick up animals, scan animals for microchips, wash animals, scoop kitty litter, perform laundry duties, load/unload dishwasher, vaccinate and inspect animals. May be able to kneel to avoid bending/stooping.
Twisting			X			At torso, neck, and with upper extremities to handle animals, perform animal care, and clean cages. May minimize twisting by moving entire body at the feet.



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	N	S	O	F	C	
Squatting / Kneeling			X			Occasionally for up to 5 minutes at a time, 2-3 hours per shift to clean low cages, put leash on a dog, pick up animals, scan animals for microchips, wash animals, scoop kitty litter, perform laundry duties, load/unload dishwasher, vaccinate and inspect animals. May be able to bend/stoop to avoid squatting/kneeling.
Crawling	X					Not a requirement of this position.
Hand or Foot Controls			X			Hand controls are used to operate computer, telephone, washer/dryer, dishwasher, and office equipment.

	N	S	O	F	C	
Reaching Forward (Level)					X	For up to 2.5 hours at a time for up to 8 hours total in a work shift while performing computer work, cleaning cages, performing laundry, attaching leashes, using the dishwasher, performing clerical and customer service duties at front counter, inspecting and manipulating animals, and opening/closing cages.
Below Waist		X				For up to 5 seconds at a time for up to 1 hour in a work shift while placing and removing cages on lower shelves, opening/closing cages, putting leashes on dogs, and reaching for cat carriers and cages set on the floor.
Above Shoulder			X			For up to 5 minutes at a time for up to 2-3 hours total in a work shift while lacing and removing cages on high shelves, cleaning upper cages, and putting trash in the dumpster.
Handle/Grasp				X		For up to 2 hours at a time, up to 4 hours total in a work shift while manipulating leashes, come-alongs, holding and inspecting animals, restraining animals, scrubbing floors/kennels, handling paperwork, etc.
Fine Finger Manipulation					X	For up to 2.5 hours at a time for up to 7.5 hours total in a work shift while performing computer work, writing and filling out reports and forms, performing computer work, balancing till, filing, operating office equipment, opening cages, manipulating paperwork, cash, etc.
Repetitive Motion	X					Upper extremity activities are constant but varied and non-repetitive during the work shift.
Vibratory Tasks	X					Not a requirement of this position.

Talking						X		To communicate with customers and staff.			
Hearing						X		To communicate with customers and staff.			
Visual:	Near Acuity	X	Far Acuity			Depth Perception			Accommodation		
						Color Discrimination		X	Field of Vision		X



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ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C

Exposure to Weather	S	Noise Intensity	O
Extreme Cold	S	Atmospheric Conditions	N
Extreme Hot	S	Exposed Heights	O
Wet and / or Humidity	O	Exposure to Electricity	N
Proximity to Moving Mechanical Parts	N	Exposure to Toxic / Caustic Chemicals	N
Exposure to Explosives	N	Exposure to Radiation	N
Other			

Analyst's Comments:

Possible Employer Modifications:

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Presenting VRC:

Jennifer Kabacy, CDMS

Vocational Consultant

7/8/2013

Date

Jennifer Kabacy, CDMS

Vocational Consultant

7/8/2013

Date

Employer Verification:

Worker Verification: (optional)

Brittany Hagen, Senior HR Analyst

8/26/13

Date

Name

Date



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MEDICAL PROVIDER:

- ☐ I agree that the above named injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date_____.
- ☐ I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.
- ☐ The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:
- Anticipated release date:** _____
- Treatment plan:** _____
- ☐ The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|---|---|---|
| <input type="checkbox"/> Attending Provider | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |