

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

**POSITION DESCRIPTION COVER SHEET**

RECOMMENDED				
4. TITLE		5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE		9. INCUMBENT (Optional)		

OFFICIAL						
10. TITLE Animal Caretaker						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
WG	5048		03	MONTH/DAY/YEAR	YES	NO
				4-22-2002		

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.			
19. Supervisor's Signature	20. Date	22. Second Level Supervisor's Signature	23. Date
21. Supervisor's Name and Title		24. Second Level Supervisor's Name and Title	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. TOTAL POINTS		27.
JGS for Animal Caretaker, WG-5048 (TS-24 dtd 5/73)			28. GRADE	28.	

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. Signature /S/ MARILYN STETKA	30. Date 4/22/02
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks Standard Job#5048-03	33. OPM Certification Number

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>					
1. FUNCTION (1) A/C/D//R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 03	6. IP NO. (8)

<b>B. MASTER RECORD</b>												
1. PAY WG	2. OCC.SER (4) 5048	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) ANML CARTKR								
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA			5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DA YEAR 4 22 02	
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)		
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)												
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)												

<b>C. INDIVIDUAL POSITION</b>															
1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392			3. POS. SCHED. (1) A=Sched A B=Sched B			4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 03AC					
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 4 22 02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG				4=Sup./Program 5=RGEG 6=Policy Analysis GEG			7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use			19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. Y=Perm N=Other	
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)										5=Series Change		9=Other			
<b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			<b>Maintenance Review Act</b> 5=Desk Audit 6=Sup. Audit 7=Paper Rev.			<b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.									
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)			
30. CLASSIFIER'S SIGNATURE							31. DATE								

32. REMARKS Standard Job# 5048-03
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**A. Major Duties**

Typical, but not all-inclusive, tasks are as follows:

Observes animals for obvious changes of appearance and activity.

Observes animals for heat periods during breeding season; breeds animals according to a specified schedule.

Provides standard feeds and liquids.

Catches and handles docile but agile animals. Maintains control of animals.

Reports unusual animal appearance or activity to the supervisor or higher graded employee.

**B. Evaluation Factors**

**1. Skill and Knowledge**

Knowledge of the sex, maturity and the normal appearance and activities of animals to recognize obvious changes such as excessive loss of fur or feathers, pregnancy, fighting, or refusal to feed.

Knowledge of the normal feed and liquid needs of animals and provides standard types and amounts such as equal portions or a continuous supply of pellets and water.

Skill in catching and handling docile but agile animals with hands, nets, or other means and applies this skill to hold and transfer them without injuring the animals or personal injury.

**2. Responsibility**

The supervisor or higher graded employee provides individual assignments by indicating what is to be done, the quality and quantity expected, and priorities. Incumbent carries out recurring duties in accordance with established instructions. Deviations not covered by instructions are referred to supervisor.

**Animal Caretaker**  
**WG-5048-03**  
(Nonexempt)

Standard Job #5048-03

Work is reviewed in progress for compliance with instructions and for acceptability.

**3. Physical Effort**

Work requires lifting and carrying feed materials weighing up to 75 pounds and handling such items as feed trays weighing up to 20 pounds.

**4. Working Conditions**

Work is performed inside and outside. Outside work involves discomfort having to spend long periods of time in the sun, occasionally bad weather, and exposure to bites, scratches, and animal wastes. May be exposed to contagious diseases. Inside work requires standing on damp concrete floors for long periods.

**C. Other Considerations (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: \_\_\_\_\_