

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		05	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#5048-05	33. OPM Certification Number

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D//R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 05	6. IP NO. (8)

B. MASTER RECORD												
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)												

C. INDIVIDUAL POSITION															
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) 05AC					
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			
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.			Results 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# 5048-05															

A. Major Duties

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

Provides feed and liquids to animals according to such factors as age, activity, and state of health, or according to specific instructions for special diets as directed by the supervisor or scientists.

Handles and restrains hard to control animals.

Considers such factors as age, sex, and their general physical condition when determining such things as the amount and type of nesting materials that are required or when to dehorn, shear, or groom them.

Oversees breeding or reproduction of animals according to their physical traits or to produce given numbers of animals.

Observes the appearance and activity of animals for obvious signs of illness, disease, discontent, and their general physical condition.

Uses knowledge of the appearance of the pelts of healthy animals to recognize discolored or rough fur or skin as a sign of internal parasites or improper diet.

B. Evaluation Factors

1. Skill and Knowledge

Applies knowledge of the temperament of individual animals and skill to handle them or to perform such work as shearing or force feeding.

When selecting mates and scheduling breeding, considers such factors as their appearance, general physical condition, the time and results of previous matings, and the average number of offspring.

In addition to apply knowledge of the normal appearance and activities of animals to recognize obvious changes, knows and recognizes the observable signs of illness, common diseases, discontent, or the general physical condition of animals.

2. Responsibility

Decides the care required according to the individual needs and circumstances of animals, or follows special instructions or procedures pertaining to the animals (e.g., when administering medicine or feeding specific diets).

3. Physical Effort

Stands, walks, or stoops for extended periods and may be required to lift and carry materials weighing up to 100 pounds. Heavy physical effort may be exerted in restraining or moving large animals.

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: _____