



Career Service Authority  
Public Health Veterinarian

Page 1 of 4

**GENERAL STATEMENT OF CLASS DUTIES**

Administers medical care to animals at the Denver Municipal Animal Shelter (DMAS).

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Zoo Veterinarian, which manages the Animal Health Department and provides professional veterinary services for animals at the Denver Zoo, including medical, surgical and preventive care.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

***Level of Supervision Received and Quality Review:***

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

***Interpersonal Communications and Purpose:***

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

***Level of Supervision Exercised:***

Supervises two or more employees who do not supervise.

## ESSENTIAL DUTIES

Diagnoses and treats the diseases, injuries and disorders of animals.

Provides oversight and controls for the euthanasia of animals.

Investigates possible cases of zoonotic diseases and reports confirmed cases to state and federal authorities.

Administers and promotes rabies immunization programs.

Monitors staff to ensure correct and humane treatment and handling of animals.

Performs minor surgery on animals.

Provides oversight of the pet shop and kennel monitoring program.

Assists in the administration of volunteer programs for the animal shelter.

Educates the public regarding zoonotic diseases and pet ownership.

Implements safety standards and develops procedures to ensure compliance.

Implements, and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.

Trains new employees.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Oral Communication** – Expresses ideas and facts to individuals or groups effectively makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

**Problem Solving** – Identifies and analyze problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, distinguishes between relevant and irrelevant information to make logical judgments.

**Written Communication** – Expresses facts and ideas in writing in a succinct and organized manner.

**Leadership** – Inspires, motivates, guides others toward goals, coaches, mentors, challenges staff, adapts leadership styles to various situations, models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

**Technical Competence** – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise, maintains credibility with others on technical matters (Public Health Veterinarian matters).

**Decisiveness** – Makes sound and well informed decisions, perceives the impact and implications of decisions, and commits to action, even in uncertain situations, in order to accomplish organizational goals, cause change.

**Flexibility** – Is open to change and new information adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, effectively deals with pressure and ambiguity.

**Interpersonal Skills** – Considers and responds appropriately to the needs, feelings and capabilities of others, adjusts approaches to suit difference people and situations.

**Conflict Management** – Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

**Client Orientation** – Anticipates and meets the needs of clients, achieves quality of end-products, is committed to improving services.

**Team Building** – Manages group processes, encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, works with others to achieve goals.

**Planning and Evaluating** – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, anticipates potential threats or opportunities.

### ***Physical Demands:***

Walking: moving about on foot.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Talking: expressing or exchanging ideas by means of spoken words.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

### ***Working Environment:***

Exposure to infections and contagious diseases

Requires judgment/action which could result in death of patient

Subject to long irregular hours

Subject to many interruptions

### ***Education Requirement:***

Possession of a Degree of Doctor of Veterinary Medicine accredited by the Council on Education of the American Veterinary Medical Association required.

***Experience Requirement:***

Two years of experience in the control, diagnosis and treatment of animal diseases.

***Education/Experience Equivalency:***

None

***Licensure and/or Certification:***

Possession of a license to practice veterinary medicine within the State of Colorado prior to completion of the probationary period.

Must be registered with the U.S. Drug Enforcement Administration for the use of controlled substances in the State of Colorado prior to completion of the probationary period. Licensure must be kept current as a condition of continued employment in this class.

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

Possession of a valid Colorado Class "R" driver's license by the end of the probationary period.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Monika S. MacRossie

***REVISED DATE:*** 11-29-09

***REVISED BY:*** Hameed Pousti

***CLASS HISTORY***  
09/1995: The class was originally created  
11/29/09: The class spec was updated and placed into new format