

**COUNTY OF SONOMA - JOB DEMANDS ANALYSIS**

**JOB CLASSIFICATION:** Animal Health Technician  
**DEPARTMENT:** Health Services  
**DOT OCCUPATION CODE:** 079.361-014

**DATE COMPLETED:**  
**DIVISION:** Animal Services  
**PHYSICAL DEMAND STRENGTH RATING:** Heavy per Job Analysis

**INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:**

*Please use the “Medical Provider Use Only” columns to the right of each section and the “Medical Provider’s Comments & Signature” Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.*

**FREQUENCY RATING:**

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 – 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 – 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 – 9	7 - 10	8 - 12

**PART 1 - JOB DUTIES/FUNCTIONS:**

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Reason position exists? (Y/N)	G. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column “Can Perform”, is “Temporarily Restricted” from performing, or is “Permanently Restricted” from performing.
While performing the duties listed below, employees in this position work at the County Animal Shelter providing care to both domestic animals and livestock under the supervision of a veterinarian. Employees are required to perform humane euthanasia when directed by the veterinarian.							
Performs and assists veterinarians in the performance of medical procedures including surgeries, emergency treatments, examinations, dental cleaning and extractions, brain removal for rabies testing, inducing and monitoring anesthesia, taking vitals, collecting and labeling specimens (blood, urine, feces) for culture or microscopic analysis, calculating dosage and administering medications and vaccines, injecting animals for purposes of euthanasia and disposal; restraining animals during treatment; stands for long periods of time.	1	F	Syringes, Specimen bottles, Manual hand tools, Tethers, Restraints, Calculator	Veterinarian Tech License/ Animal Health Tech Cert, Euthanasia Certificate	Y	Essential	

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Reason position exists? (Y/N)	G. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Provides care for animals including disease control, bathing, and grooming: handles animals, including dogs, cats, wildlife, and livestock, by carrying, leading on leash/tether or other control methods; restrains and manages injured, frightened, or fractious animals; lifts and carries cages and animals (including decomposing animals) weighing up to 100 pounds maximum without assistance	2	O	Leashes, Tethers, Catch poles, Restraints, Nets, Cages		Y	Essential	
Assesses and recognizes illnesses, habits, behaviors, and common diseases of animals using sight, sound, and smell; identifies and quarantines diseased animals according to established protocols.	3	O			Y	Essential	
Conducts animal behavior evaluations to assess temperament and determine adoptability; works with animals to correct undesirable behaviors.	4	O	Leashes, Tethers, Food, Clipboard, Toys		Y	Essential	
Sets up and maintains surgery suite and equipment including oxygen tank/Isoflurane maintenance, ensuring heating pads, surgery tables, and lights are in working order, setting out surgery packs and appropriate sized suture material and scalpel blades; cleans and sterilizes surgical equipment.	5	O	Cleaning supplies, Surgical equipment and supplies		Y	Essential	
Directs, coordinates, and supports shelter volunteers and interns.	6	O			N	Essential	
Observes, monitors, and records or reports animal health or behavior.	7	O	Clipboard, Pens, Computer		Y	Essential	
Feeds animals including: pours, measures, and mixes food; loads and pushes carts; reaches forward, above shoulders, and below waist, pushes, pulls, lifts and carries hay, buckets, bags, etc. weighing up to 50 pounds.	8	O	Cart, Scoops, Bowls, Buckets		N	Non-Essential	
Cleans and disinfects kennels and cat cages; cleans public and staff areas; cleans and maintains corrals and other outdoor spaces for animals: loads, and unloads washing machine, dryer, dishwasher; cleans various surfaces using a broom, mop, hose, rake, etc.	9	O	Cart, Brooms, Hoses, Mops, Shovel, Rakes, Cleaning tools and supplies, Washing machine, Dish Washer		N	Non-Essential	
Processes impounds, adoptions, redemptions: uses computer to enter and retrieve information; prepares correspondence; maintains electronic and paper files.	10	O	Computer, Phone		Y	Essential	

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Reason position exists? (Y/N)	G. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Takes inventory, orders, and stocks supplies: receives deliveries of supplies and inspects orders to ensure accuracy; compares items received with requisition; rotates and replenishes stock as needed; accounts for controlled drugs and rectifies count discrepancies by end of shift; orders/re-orders medications stock; reaches forward, above shoulders and below waist, pushes, pulls, lifts, and carries items weighing up to 50 pounds.	11	O	Computer		N	Essential	
Communicates with the public, in person and by phone, to elicit and provide information related to animal care and control services; communicates with foster programs and animal rescues regarding care and placement of animals; maintains a calm and professional demeanor when dealing with emotionally distraught or confrontational individuals.	12	O	Computer, Phone		Y	Essential	
Drives to various locations to pick-up/deliver supplies and transport animals during emergency situations.	13	O	Vehicle	CA Driver's License	N	Non-Essential	
Attends Special Events: makes presentations, works at education booths, and presents information to the public regarding animal care and control activities.	14	O	Laptop, Table, Table, Chairs, Mobile Van, Boxes of Brochures		N	Non-Essential	
Participates in continuous training to maintain and enhance required knowledge and skills.	15	O			N	Essential	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear.	16	C	Personal Protective Equipment (PPE)		N	Essential	

**PART 2: PHYSICAL DEMANDS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
<b>Sitting</b> (i.e., conducting animal behavior evaluations; using computer, phone; driving)	4,10,11,12,13,14	O			
<b>Walking</b> (i.e., providing care for animals; leading animals on leash/tether or other control method; assessing animal temperament; setting up and maintaining surgery suite; feeding animals; cleaning and disinfecting kennels, cages, corrals; taking inventory; receiving, rotating and replenishing stock; attending special events)	2,3,4,5,6,7,8,9, 11,12,13,14	F			
<b>Running</b>	N/A	N			
<b>Standing</b> (i.e., assisting veterinarians performing medical procedures; providing care for animals; conducting animal behavior evaluations; works with animals to correct undesirable behaviors; setting up and maintaining surgery suite and equipment; feeding animals; cleaning and disinfecting kennels, cages, corrals; taking inventory; attending special events)	1,2,3,4,5,6,7,8,9, 11,12,14	F			
<b>Bending-Neck</b> (i.e., assisting veterinarian performing medical procedures; providing care for animals; identifying and quarantining diseased animals; conducting animal behavior evaluations; setting up and maintaining surgery suite and equipment; feeding animals; cleaning and disinfecting kennels, cages, corrals; using computer, phone; taking inventory; driving)	1,2,3,4,5,6,7,8,9, 10,11,12,13,14	F			
<b>Bending-Waist</b> (i.e., assisting veterinarian performing medical procedures; providing care for animals; conducting animal behavioral evaluations; feeding animals; cleaning and disinfecting kennels, cages, corrals; taking inventory, receiving, rotating, replenishing supplies; attending special events)	1,2,4,5,8,9,11,14	O			
<b>Squatting</b> (i.e., assisting veterinarian performing medical procedures; providing care for animals; conducting animal behavior evaluations; feeding animals; cleaning and disinfecting kennels, cages, corrals; attending special events)	1,2,3,4,5,8,9,11, 14	O			
<b>Climbing</b>	N/A	N			
<b>Kneeling</b> (i.e., assisting veterinarian performing medical procedures; providing care for animals; conducting animal behavior evaluations; cleaning and disinfecting kennels, cages, corrals)	1,2,3,4,5,8,9	O			
<b>Crawling</b> (i.e., conducting animal behavior evaluations; working with animals to correct undesirable behaviors)	4	O			
<b>Twisting-Neck</b> (i.e., assisting veterinarian performing medical procedures; providing care for animals; conducting animal behavior evaluations; setting up and maintaining surgery suite and equipment; feeding animals; cleaning and disinfecting kennels, cages, corrals; using computer; driving)	1,2,3,4,5,6,7,8,9, 10,11,12,13,14,	F			
<b>Twisting-Waist</b> (i.e., assisting veterinarian performing medical procedures; providing care for animals; conducting animal behavior evaluations; setting up and maintaining surgery suite and equipment; feeding animals, cleaning and disinfecting kennels, cages, corrals; setting up and	1,2,4,5,8,9,14	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
breaking down booths at special events)					
<b>Repetitive Hand Use</b>	1,2,3,4,5,7,8,9,10, 11,12	F			
<b>Simple Grasping-Right Hand</b> (i.e., assisting veterinarian performing medical procedures; collecting and labeling specimens; grooming animals; leading animals on leash/tether; holding clipboard, pens, files; using scoops, broom, mop; grabbing bowls, buckets)	1,2,4,5,7,8,9,10, 11,12	F			
<b>Simple Grasping-Left Hand</b> (i.e., assisting veterinarian performing medical procedures; collecting and labeling specimens; grooming animals; leading animals on leash/tether; holding clipboard, pens, files; using scoops, broom, mop; grabbing bowls, buckets)	1,2,4,5,7,8,9,10, 11,12	F			
<b>Power Grasping-Right Hand</b> (i.e., restraining animals during treatment; removing brains for rabies testing; restraining and managing injured, frightened or fractious animals; feeding animals; pulling hose; cleaning corrals; setting up and breaking down for special events)	1,2,8,9,11,14	O			
<b>Power Grasping-Left Hand</b> (i.e., restraining animals during treatment; removing brains for rabies testing; restraining and managing injured, frightened or fractious animals; feeding animals; pulling hose; cleaning corrals; setting up and breaking down for special events)	1,2,8,9,11,14	O			
<b>Fine Manipulation-Right Hand</b> (i.e., dental cleaning and extractions; collecting and labeling specimens; administering medications and vaccines; giving animals injections; preparing correspondence and files)	1,10	O			
<b>Fine Manipulation-Left Hand</b> (i.e., dental cleaning and extractions; collecting and labeling specimens; administering medications and vaccines; giving animals injections; preparing correspondence and files)	1,10	O			
<b>Pushing and Pulling-Right Hand</b> (i.e., assisting veterinarian performing medical procedures; restraining and managing injured, frightened or fractious animals; pushing food cart to feed animals; pushing cleaning cart for cleaning and disinfecting kennels, cages, corrals; taking inventory, receiving, rotating, replenishing stock; loading/unloading items for special events)	1,2,8,9,11,14	O			
<b>Pushing and Pulling-Left Hand</b> (i.e., assisting veterinarian performing medical procedures; restraining and managing injured, frightened or fractious animals; pushing food cart to feed animals; pushing cleaning cart for cleaning and disinfecting kennels, cages, corrals; taking inventory, receiving, rotating, replenishing stock and supplies; loading/unloading items for special events)	1,2,8,9,11,14	O			
<b>Reaching-Above shoulder level</b> (i.e., restraining and managing injured, frightened or fractious animals; conducting animal behavior evaluations; ensuring lights are in working order in surgery)	2,4,5,8,9,14	O			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
suite; feeding animals; pulling hose; cleaning and disinfecting kennels, cages, corrals; setting up and breaking down for special events)					
<b>Reaching-Below shoulder level</b> (i.e., assisting veterinarian performing medical procedures; restraining animals during treatment; restraining and managing injured, frightened or fractious animals; feeding animals; cleaning and disinfecting kennels, cages, corrals; taking inventory, receiving, rotating, replenishing stock and supplies; setting up and breaking down for special events)	1,2,4,5,8,9,11,14	F			
<b>Lifting up to 10 lbs.</b> (i.e., syringes; specimen bottles; leashes/tethers; animal control pole; bowls; scoops; laptop; animals, living, deceased or decomposing)	1,2,4,5,7,8,9,11,14	F			
<b>Lifting 11-25 lbs.</b> (i.e., cages; animals, living, deceased or decomposing; bags of food)	1,2,5,8,9,11,14	O			
<b>Lifting 26-50 lbs.</b> (i.e., bags of food, litter; cages; animals, living, deceased, or decomposing)	1,2,8,11,14	O			
<b>Lifting 51-75 lbs.</b> (i.e., animals, living, deceased or decomposing)	1,2	O			
<b>Lifting 76-100 lbs.</b> (i.e., animals, living, deceased or decomposing)	1,2	O			
<b>Lifting 100 + lbs.</b>	N/A	N			
<b>Carrying 0-10 lbs.</b> (i.e., syringes; specimen bottles; leashes/tethers; animal control pole; bowls; scoops; laptop)	1,2,4,5,7,8,9,11,14	F			
<b>Carrying 11-25 lbs.</b> (i.e., cages; animals, living, deceased or decomposing; bags of food)	1,2,5,8,9,11,14	O			
<b>Carrying 26-50 lbs.</b> (i.e., bags of food, litter; cages; animals, living, deceased or decomposing)	1,2,8,11,14	O			
<b>Carrying 51-75 lbs.</b>	1,2	O			
<b>Carrying 76-100 lbs.</b>	1,2	O			

**PART 3: SENSORY REQUIREMENTS**

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
<b>Functional vision, normal or corrected</b> (i.e., assisting veterinarian performing medical procedures; providing care for animals; assessing, recognizing, identifying diseased animals; conducting animal behavior evaluations; setting up and maintaining surgery suite and equipment; feeding animals; cleaning and disinfecting kennels, cages, corrals; using computer; driving; observing safety practices and procedures)	1,2,3,4,5,6,7,8,9,10,11,12,13,14,16	C			
<b>Functional color vision, normal or corrected</b>	1,3,7,9,10	F			
<b>Functional night vision, normal or corrected</b>	N/A	N			
<b>Functional hearing, normal or corrected</b> (i.e., assisting veterinarian performing medical procedures; providing care for animals; conducting animal behavior evaluations; directing, coordinating, supporting volunteers; communicating with public, co-workers, supervisor, volunteers)	1,2,3,4,6,12,14	C			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
<b>A sense of smell or taste</b> (i.e., ensuring that Isoflurane is not leaking; identifying infections and disease)	1,3,5	O			

**PART 4: COMPREHENSION LEVEL**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow Oral Instructions	F			
Follow Written Instructions	F			
Required to sustain concentration	F			

**PART 5: NATURE OF TASKS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow set procedures	C			
Organize own work	F			
Able to ask questions or request assistance when needed	C			
Required to make decisions independently	F			
Required to train and/or lead others	F			
Required to direct others (e.g. planning, goal setting, performance)	O			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Tightly scheduled and rapid pace of work activities at high volume	C			
Meet time sensitive deadlines	O			
Long and/or irregular hours	O			
Limited/unpredictable opportunity for breaks	F			
Required to perform on-call or emergency work	O			

**PART 7: COMPLEXITY/VARIABILITY**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Variable and unpredictable workflow	F			
Attention divided by issues requiring multi-tasking	F			
Work requires precise attention to detail	F			
Use of judgment in routine matters	C			
Requires use of judgment in adapting procedures from one task to another	O			
Possible legal ramifications associated with work activities or work product	F			

**PART 8: INTERACTIONS WITH OTHERS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Works with others (e.g., co-workers, other departments/agencies, public)	C			
Interactions limited to giving/receiving information	O			
Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Interactions occur under circumstances of emotional stress	O			
Risk of confrontation with violent or assaultive clients or customers	O			

**PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Work Inside	F			
Work Outside	F			
Extreme Heat (above 100 degrees) (i.e., seasonal weather exposure)	O			
Extreme Cold (below 32 degrees) (i.e., seasonal weather exposure)	O			
Excessive Noise (must raise voice to be heard) (i.e., barking dogs in the shelter)	F			
Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
Dust, Vapors, Fumes, Smoke	O			
Silica, asbestos, etc.	N			
Solvents (e.g., gas, turpentine, etc.)	O			
Grease, oils	O			
Acidic, Caustic Solutions	O			
Pesticides (i.e., topical flea treatment)	O			
Explosives (e.g., dynamite, bomb, etc.)	N			
Cleaning supplies, abrasives	O			
Other Chemicals (e.g. drugs and other contraband) (i.e., Isoflurane)	F			
Human Blood, Body Tissues, or Fluids	N			
Human Wastes	N			
Animal Blood, Body Tissues, or Fluids	O			
Animal Wastes	O			
Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
Biomedical Waste	O			
Ionizing Radiation	N			
Non-Ionizing Radiation	N			
Electrical Energy	N			
Walking on uneven, slippery, or rough surfaces	F			
Proximity to moving mechanical parts (e.g., equipment, machinery)	O			
Proximity to moving vehicles or objects	O			
Heights (e.g., rooftop, ladders, scaffolding, etc.)	N			
Contact with water, other liquids, humid conditions - not weather related (i.e., bathing and grooming animals; cleaning and disinfecting kennels, cages, corrals)	O			
Work Below Ground: (e.g., excavation, trench, etc.)	N			
Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	O			
Operates non-commercial motor vehicles (cars, trucks) (i.e., driving to pick-up/deliver supplies, transport animals during emergency situations; attending special events)	O			
Operates commercial vehicles – CDL Class <u>  N/A  </u> Endorsements <u>  N/A  </u>	N			
Operates passenger van to transport clients, inmates, etc.	N			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Pulls non-commercial trailers or equipment	N			
Operates heavy equipment	N			
Other: N/A	N			

**PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS**

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
Audiometric Testing			
DOT Drug and Alcohol Screening			
DOT Physical Exam			
Respirator Physical Exam	X	X	Annual
Respirator Questionnaire – Short	X	X	Annual
Respirator Questionnaire – Standard	X	X	Annual
Blood lead level			
Hazardous Waste/Emergency Worker physical			
Heavy metal screen (mercury, lead, arsenic)			
HINT Hearing Noise Sensitivity Testing			
Tuberculosis skin test			
Vaccine: MMR			
Vaccine: Hepatitis B			
Vaccine: Influenza	X	X	Annual
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies	X		3 shots, 1x
Vaccine: Rabies Titer		X	Every 2 years
Vaccine: Tdap			
Vaccine: Chickenpox			

**PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.**



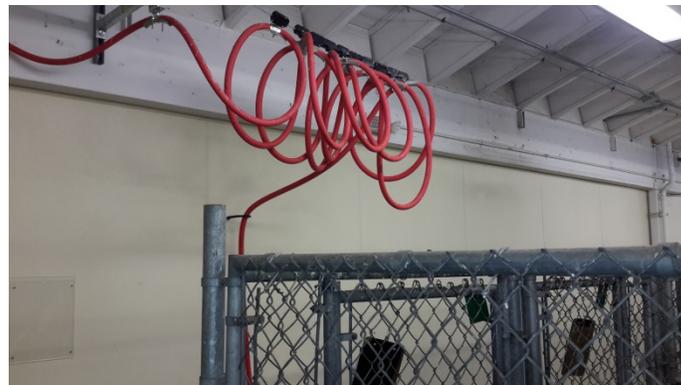
**Kitty Litter- 38 lbs. from 6" to 36" high**



**Bags of Puppy Food- weighing up to 30 lbs.; stored from 6" to 68" high**



**Food and Litter Storage**



**Overhead Hose Pulley System**



Overhead Hose Pulley System



Kennel/Cage Cleaning Cart



Kennel/Cage Cleaning Cart



Exam Room- Table Height at 39"



Surgery Suite-Adjustable Height Operating Tables



Veterinary Clinic Storage-up to 80"



**Veterinarian Clinic Medication Storage**



**Operating Table- Adjustable Height**



**Laundry Area- Washer and Dryer**



**Sanitizer for Food and Water Bowls (Dishwasher)**



**Storage of Carrying Crates/Cages**



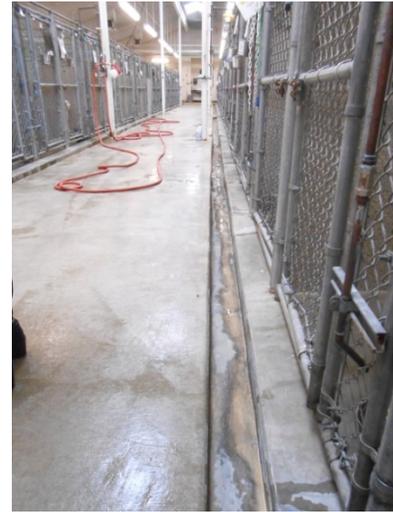
**Feeding Cart**



Sanitation/Chemical Closet



Dog Kennel



Row of Dog Kennels



Guillotine Door Pull-40 lbs. pull force  
Dog Kennel



Guillotine Door Pull-40 lbs. pull force  
Dog Kennel



Rabbit Room/Storage



Rabbit Room/Storage



Supply Storage Room



Supply Storage Room



Community Room for Cats



Community Cat Room



Adoptable Cat Hallway



Cat Cages



Livestock Pens/Corrals



Exercise Yard for Dogs



**Example of Adoptable Dog at Sonoma County Animal Shelter:  
(Animal information obtained from Sonoma County Website)**

**I am described as a neutered male, tan and black German shepherd dog mix.  
I am estimated to be about 2 years and 6 months old.  
I weigh approximately 81 pounds.**