

Draft Classification Standards – Rev 11/15/2024
Instructional Support Technician – Animal Care

Class Title	Class Code	Issue Date	FLSA
<i>Instructional Support Technician I – Animal Care</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Instructional Support Technician II – Animal Care</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Instructional Support Technician III – Animal Care</i>	XXXX	XXXX	<i>Non-Exempt</i>

OVERVIEW:

Positions classified within the Instructional Support Technician – Animal Care classification series are responsible for the care and maintenance of all animals and animal care facilities. Incumbents support classroom and laboratory instruction by developing and implementing laboratory/technical exercises; procuring equipment and supplies; scheduling; maintaining, configuring, and repairing all equipment related to animal care functions including laboratory/technical equipment; providing instruction and assistance to students; and performing all functions related to the care and maintenance of animals across departments. Incumbents ensure compliance in all cases of animal use with all relevant federal and state standards and university policies.

TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (*May include but are not limited to*):

- **Technology and Equipment Support:** Provides technical support and assistance to faculty, staff, and students in the use of animals for teaching and research purposes. Sets up, maintains, and troubleshoots all animal related equipment, ensuring that it is working properly and meets safety standards. Stays updated on the latest advancements in scientific equipment and technology and provides recommendations for equipment upgrades or replacements.
- **Laboratory Preparation:** Collaborates with faculty to prepare and organize laboratory materials, supplies, and experiments, as they relate to the use of animals in laboratories, ensuring they are ready for instructional purposes. Ensures proper supply of animals are provided for all lab exercises, and that proper training and manuals are provided to ensure use and safety standards are met.
- **Instructional Support:** Collaborates with faculty to develop and implement instructional strategies. Provides subject matter specific instruction to students. Oversees and assigns work to students and student employees.
- **Animal Care Resources/Maintenance:** Provides food, water, and basic care to all animals on a daily basis including weekends and holidays. Ensures proper maintenance and cleaning of animal enclosures and facilities, including ensuring proper heating and light requirements are met. Treats and properly disposes of animals in compliance with regulations. Assists certified medical professionals in providing minor medical procedures to animals when necessary. Act as first responder in case of emergencies related to animals.

- **Compliance:** Enforces and monitors compliance with all regulations related to animal welfare and the maintenance of animal care facilities, including compliance with Institutional Animal Care and Use Committee (IACUC) guidelines. Maintains required documentation for department assets.
- **Administration:** Coordinates with other departments and units. Schedules instructional spaces and equipment, acting as a point of contact for students needing access to materials. Maintains organization of all spaces and facilities used to house animals. Keeps records of breeding and inventory for all animals within a discipline.
- **Training:** Conducts training sessions and workshops for faculty, staff, and students on the proper use and maintenance of laboratory and animal care specific equipment as well as proper handling of animals. Provides demonstrations of laboratory exercises when required.
- **Supply Management and Procurement:** Procures or assists in the procurement process for materials, supplies, and equipment required to support animal needs. Receives animal orders from a variety of stakeholders and designs appropriate breeding schedule to deliver requested animals. Coordinates the delivery of animals per regulations. Maintains inventory records of laboratory/instructional equipment, supplies, and materials. Manages or supports budgets related to supply requisition.

DISTINGUISHING CHARACTERISTICS:

The Instructional Support Technician – Animal Care is unique from the Animal Health Technician classification which requires technical licensure and is focused on the medical well-being of animals in a veterinary clinic setting. The Instructional Support Technician – Animal Care is also unique from the Livestock Technician and Poultry Technician series in its focus on caring for animals involved in classroom and research experiments and exercises. The Livestock Technician specializes in the breeding and progressive improvement of livestock, and the Poultry Technician specializes in the care and feeding of poultry as well as processing eggs and poultry meat.

INSTRUCTIONAL SUPPORT TECHNICIAN I – ANIMAL CARE

Under general supervision, utilizes knowledge of classroom and lab methods, procedures, and practices as well as basic knowledge of relevant animal care related policies and practices to perform animal care tasks following established procedures. Work is reviewed for understanding of concepts and adherence to policies and procedures.

Work assignments typically include some or all of the following:

- ◆ Collaborates with faculty to support classroom management and instruction including setup and implementation of laboratory exercises for courses which require specimen animals and advising students in caring for animals and assisting with equipment during projects.
- ◆ Provides food, water, and basic husbandry care to animals on a daily basis.
- ◆ Cleans animal facilities including cages and enclosures.
- ◆ Treats and disposes of excess animals in compliance with NIH guidelines and CSU protocols.

- ◆ Issues, stores, orders, and inventories materials, supplies, and equipment necessary for animal care.
- ◆ Coordinates schedules for use of animals. Support the set-up of breeding schedules in order to deliver animals per instructor requests.
- ◆ Maintains breeding and inventory records.
- ◆ Provide basic training on care of animals to students and student employees.
- ◆ Operates and provides faculty and students with assistance in interpreting results from scientific equipment.
- ◆ Conducts routine maintenance on laboratory and scientific equipment.
- ◆ Issues, stores, orders, and inventories materials, supplies, and equipment including participating in year-end inventory of materials.
- ◆ Provides support services for classroom management and instruction such as stocking materials, preparing reagents and equipment, cleaning, documenting results, and set-up and taken down of student presentations and other lab requests.
- ◆ Monitors compliance of university safety policies and procedures including collecting and recording disposal of hazardous wastes generated by the lab.

MINIMUM QUALIFICATIONS:

Knowledge and Skill:

- ◆ General knowledge of laboratory methods and instructional support services including university safety protocols.
- ◆ General knowledge of the relevant animal care methods and practices.
- ◆ Stays updated on the latest federal, state, and system guidelines for animal care and use.
- ◆ Proficiency in standard office equipment as well as computer skills to include use of word processing, spreadsheet, and related software packages.
- ◆ Strong attention to detail and accuracy in record-keeping.
- ◆ Organizational and time management skills to organize and prioritize work.
- ◆ Ability to work independently and as part of a team and exercise tact and courtesy with diverse stakeholders.
- ◆ Ability to evaluate materials and supplies to meet instructional needs.
- ◆ Ability to adjust and make minor repairs to scientific equipment and/or laboratory equipment.
- ◆ Ability to operate scientific and/or highly technical equipment.
- ◆ Good written, verbal, and interpersonal skills to provide explanation and interpretation of procedures.

Experience and Education:

A combination of experience and education which provides the above knowledge and abilities which at minimum includes two years of experience providing instructional support services, acting as a student employee, or providing laboratory technician experience to include producing materials or supplies related to the discipline. Equivalency of two years of college with 16 semester units in relevant courses may be substituted for one year of required experience, or four years of college with 16 semester units in relevant courses may be substituted for two years of required experience.

INSTRUCTIONAL SUPPORT TECHNICIAN II – ANIMAL CARE

Under general supervision, performs duties in a wide range of procedures. Work is reviewed for soundness of technical judgment. Applies thorough knowledge and understanding of animal care methods and practices. Responsible for providing technical support for the animal care facilities. May be involved in oversight and maintenance for one of the university's animal care facilities.

In addition to duties performed by the Instructional Support Technician I – Animal Care, the Instructional Support Technician II – Animal Care typically performs the following duties:

- ◆ Works with faculty to provide support for laboratory exercises, field operations (animal tagging and tracking), and research where animals are required, including providing teaching support and research data analysis when necessary.
- ◆ Cleans and maintains an overall safe and organized environment for all assigned laboratory animals.
- ◆ Oversees the daily care and ensures basic needs of animals are met on a daily basis.
- ◆ Assists veterinarians in medical procedures, including surgeries, euthanasia, and disposition of animals after use.
- ◆ Observes animals for abnormalities and takes appropriate action to rectify.
- ◆ Ensures all animal orders are met, including creating appropriate breeding programs to ensure delivery of requested animals.
- ◆ Provides instructional and safety training to all students and student workers, including training on how to use essential laboratory equipment and handle animals.
- ◆ Provides guidance to student employees and students for instructional exercises.
- ◆ Oversees the maintenance of animal care laboratory and scientific equipment with the ability to conduct minor repairs on facility equipment and related systems.
- ◆ Provides resolution to problems that require judgment within defined practices/procedures to determine appropriate action.
- ◆ Sources and orders required materials for animal care functions ensuring suitability of materials to meet specific requirements and appropriate sourcing of animals for instructional/laboratory exercises.
- ◆ Develops and maintains a system for inventory to ensure appropriate availability of supplies without excess inventory. May maintain associated financial records.

MINIMUM QUALIFICATIONS:

In addition to Instructional Support Technician I – Animal Care knowledge and skill requirements, work assignments typically require:

- ◆ Working knowledge and understanding of laboratory methods and instructional support services.
- ◆ Working knowledge of relevant animal care methods and practices.
- ◆ Strong organizational and time management skills to organize and prioritize work.
- ◆ Strong written, verbal, and interpersonal skills to provide explanation and interpretation of procedures.
- ◆ Ability to provide detailed technical instruction to diverse audiences.
- ◆ Ability to adjust and make repairs to scientific equipment and/or highly technical laboratory equipment, inclusive of all materials and equipment necessary for the care and maintenance of animals.
- ◆ Knowledge of relevant safety procedures and protocols relevant to discipline.

- ♦ Mathematical ability to perform all calculations relevant and required by the position.

Experience and Education:

A combination of experience and education which provides the above knowledge and abilities which at minimum includes three years of experience providing instructional support services, acting as a student employee, or providing laboratory technician experience to include producing materials or supplies related to the discipline. Equivalency of two years of college with 16 semester units in relevant courses may be substituted for one year of required experience, or four years of college with 16 semester units in relevant courses may be substituted for two years of required experience.

INSTRUCTIONAL SUPPORT TECHNICIAN III – ANIMAL CARE

Working independently under general supervision, applies comprehensive knowledge of animal care practices and procedures. Oversees the operations of one or multiple aspects of animal care facilities across disciplines. Responsibilities often span multiple curriculums and require extensive knowledge about the care and maintenance of animals required for a variety of scientific purposes. Explains practices, procedures, and policies. Often provides guidance and coaching to others.

In addition to duties performed by the Instructional Support Technician II – Animal Care, the Instructional Support Technician III – Animal Care typically performs the following duties:

- ♦ Oversees the daily animal care operations for large and/or complex laboratory, classroom, and/or field operations to ensure overall animal care and facilities cleanliness. Coordinates coverage during absences, weekends, and holidays.
- ♦ Provides daily oversight of animal care compliance. Oversees and reviews records for regulatory bodies to document compliance with both internal and external vendors.
- ♦ Guides faculty, staff, and students on unique safety protocols and concerns as well as ensures compliance.
- ♦ Monitors the maintenance of animal care and animal facility equipment. Coordinates, plans, and schedules services provided by others such as supporting systems repair.
- ♦ Works independently and directly with vendors, departments, and procurement services to ensure animals and required materials are available and ready for use. Plans and develops systems for acquisition and dispensing of materials. Develops specifications for new materials or equipment. Researches resources and vendors to purchase unique materials or equipment.
- ♦ Act as a first responder for all animal facilities emergencies, including those related to animal health and the status of animal care facilities.
- ♦ Works with an attending veterinarian to provide advanced care to animals.
- ♦ Observes and monitors animal health. Responsible for recognizing symptoms of abnormalities.
- ♦ Provides direction and training to staff and student employees including other instructional support technicians. May lead the hiring of student employees and volunteers for area of responsibility.
- ♦ Drafts standard operating procedures for care of animals (e.g., bio-hazardous animals, proper equipment usage) and trains staff and students on procedures.

- ♦ Works with faculty and students to develop new instructional offerings and/or complex laboratory experiences.

MINIMUM QUALIFICATIONS:

In addition to Instructional Support Technician II – Animal Care knowledge and skill requirements, work assignments typically require:

- ♦ Thorough and advanced knowledge and understanding of laboratory methods, procedures, and policies as well as support services.
- ♦ Thorough and advanced knowledge of relevant equipment, including the ability to instruct others on its uses, and perform both routine and complex repairs.
- ♦ Thorough and advanced knowledge of animal care practices and methods which may include para-veterinary procedures.
- ♦ Thorough knowledge of university safety policies and procedures.
- ♦ Advanced organizational and time management skills.
- ♦ Advanced communication and interpersonal skills.
- ♦ Thorough knowledge of relevant safety and animal care procedures and protocols.
- ♦ Skill in mentoring, training, or overseeing the work of other staff.

Experience and Education:

A combination of experience and education which provides the above knowledge and abilities which at minimum includes four years of experience providing instructional support services, acting as a student employee, or providing laboratory technician experience to include producing materials or supplies related to the discipline. Equivalency of two years of college with 16 semester units in relevant courses may be substituted for one year of required experience, or four years of college with 16 semester units in relevant courses may be substituted for two years of required experience.