

<b>REASON FOR</b>			<b>POSITION DESCRIPTION COVER SHEET</b>
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER	

<b>RECOMMENDED</b>					
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE			9. INCUMBENT <i>(Optional)</i>		

<b>OFFICIAL</b>							
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. <b>ORGANIZATIONAL STRUCTURE</b> <i>(Agency/Bureau)</i>	
1st	5th
2nd	6th
3rd	7th
4th	8th

<b>SUPERVISOR'S CERTIFICATION</b>				
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 constitute 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		

<b>FACTOR EVALUATION SYSTEM</b>					
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			<b>27. TOTAL POINTS</b>		27.
JGS for Animal Caretaker, WG-5048 (TS-24 dtd 5/73)				28. <b>GRADE</b>	28.

<b>CLASSIFICATION CERTIFICATION</b>	
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*

## A. KEY DATA

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

## B. MASTER RECORD

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

## C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)		2. FIN. DIS. REQ. (1)		3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)						
N E=Exempt N=Nonexempt		0 N N N		0=None 3=SF 278 4=OGE 450			A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C						
							1N N			1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk						
6. WK. TITLE CD. (4)		7. WK TITLE (38)														
8. ORG. STR. CD. (18)										9. VAC. REV. CD. (1)						
1st		2nd		3rd		4th		5th		6th		7th		8th		
										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)		13. DUTY STATION (9)			14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)	
				Blank=N/A Y=Yes		State (2) City(4) Cnty(3)					MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR	
													4		22 02	
18. GD. BASIS. IND. (1)								19. DT. REQ. REC. (6)			20. NTE. DT. (6)			21. POS. ST. (1)		
N		1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG		4=Sup./Program 5=RREG 6=Policy Analysis GEG				MO DAY YEAR			MO DAY YEAR			Y=Perm N=Other		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.				Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.				Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.			9=Other	
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)		26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)	
MO DAY YEAR			MO DAY YEAR			A 1=Inact. 2=Act.		MO DAY YEAR								
30. CLASSIFIER'S SIGNATURE										31. DATE						
32. REMARKS																
Standard Job# 5048-03																

**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.

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: