

REASON FOR THIS				POSITION DESCRIPTION COVER SHEET			
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER					
RECOMMENDED							
4. TITLE				5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE				9. INCUMBENT <i>(Optional)</i>			
OFFICIAL							
10. TITLE Animal Caretaker							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
WG	5048		04	MONTH/DAY/YEAR	YES	NO	MS
				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#5048-04					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/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 04	6. IP NO. (8)
-------------------------------------	------------------------------	------------	----------------	---------------------------	---------------

B. MASTER RECORD

1. PAY PLAN (2) WG	2. OCC.SER (4) 5048	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0001	5. OFF. TITLE (38) ANML CARTKR									
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DAY YEAR 4 22 02						
11. EARLY RET. CD. (1) 1=Primary 2=Secondary			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)	
17. INTERDIS. TITLE CD. (50)		(5)		(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 0=None 3=SF 278 4=OGE 450		3. POS. SCHED. (1) A A=Sched A B=Sched B C=Sched C		4. POS. SENS. (1) 1N 1=Low risk/non sensitive 2=Non critical sensitive		5. COMP. LEV. (4) 04AC 4=Special sensitive 5=Moderate risk 6=High risk								
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./GSSG						4=Sup./Program 5=RREG 6=Policy Analysis GEG		19. DT. REQ. REC. (6) MO DAY YEAR			20. NTE. DT. (6) MO DAY YEAR			21. POS. ST. (1) 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) 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# 5048-04																

Animal Caretaker
WG-5048-04
(Nonexempt)

Standard Job #5048-04

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

Applies 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.

Applies 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.

Applies 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 work is checked to see that instructions and work schedules have been followed.

Animal Caretaker
WG-5048-04
(Nonexempt)

Standard Job #5048-04

3. Physical Effort

Work often requires lifting and carrying feed materials weighing up to 75 pounds and frequently 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: