

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ESTABLISHING)	RESOLUTION NO. 82-318
A NEW CLASSIFICATION OF ANIMAL)	
HOSPITAL ATTENDANT AT THE)	Introduced by the Council
WASHINGTON PARK ZOO)	Coordinating Committee

WHEREAS, Section 24(c) and 29(a) of the Metro Personnel Rules require Council approval of new classifications added to the Metro Pay and Classification Plan; and

WHEREAS, A need exists for the establishment of a new classification for the position of Animal Hospital Attendant because the classification Management Intern used in the past is considered inappropriate; and

WHEREAS, The salary range assigned to the classification of Management Intern is greater than the duties and responsibilities of the position warrant; now, therefore,

BE IT RESOLVED,

That the Metro Pay and Classification Plan is hereby amended by adding the classification of 530 Animal Hospital Attendant and a new salary range of .05 \$4.16 - \$5.28 be established and the two positions of Management Intern SR 2 be reclassified to 530 Animal Hospital Attendant SR .05 \$4.16 - \$5.28.

ADOPTED by the Council of the Metropolitan Service District
this 1st day of April, 1982.



Presiding Officer

GENERAL STATEMENT OF DUTIES:

Cares for all animals in the hospital under the supervision of the veterinarian technician and veterinarian. Cleans all cages, prepares food, feeds and waters all animals in quarantine rooms, and does an occasional medical treatment.

SUPERVISION RECEIVED:

Reports directly to veterinarian technician and veterinarian. Receives instructions regarding diets and individual animal care.

SUPERVISION EXERCISED:

Supervision is not a responsibility of position assigned to this classification.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Observes animals daily while doing routine cleaning and feeding. Records fecal data, food consumption data, reports abnormalities and problems.
2. Prepares prescribed diet for each animal. Reports on food consumption.
3. Cleans and disinfects cages, food trays and water troughs, and floors in each quarantine room on a daily basis.
4. Occasionally administers medication under supervision of veterinarian technician and/or veterinarian.

RECRUITING REQUIREMENTS:
KNOWLEDGE, SKILL, ABILITY

Ability to learn assigned tasks quickly and to adhere to prescribed routines and attend to details. Ability to understand and follow oral and written instructions. Ability to establish and maintain good working relationships with other employees.

EXPERIENCE AND TRAINING:

Sufficient education to demonstrate the ability to read instructions and understand them and to maintain sample records. Some experience in animal care. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

A G E N D A M A N A G E M E N T S U M M A R Y

TO: Metro Council
FROM: Executive Officer
SUBJECT: Establishing a New Classification of Animal Hospital
Attendant at the Washington Park Zoo

I. RECOMMENDATIONS:

- A. ACTION REQUESTED: Approval of a new classification of 530 Animal Hospital Attendant Salary Range .05 \$4.16 - \$5.28
- B. POLICY IMPACT: None.
- C. BUDGET IMPACT: The new classification will enable the Zoo to appoint seasonal, temporary and part-time attendants at lower rates of pay than are currently provided in the Pay Plan and should result in a savings in the Zoo budget.

II. ANALYSIS:

- A. BACKGROUND: The Zoo has two part-time positions, (class specifications attached) of less than 20 hours per week which serve as attendants in the Animal Hospital. In the past, these positions have used the working title of 010 Cage Cleaner and employees were hired under the classification Management Intern. When the Personnel Rules were revised to incorporate the temporary employment program, the classification Management Intern was placed on Salary Range 2 \$4.83 to \$6.04 where the bulk of Intern positions were currently paid. After review of the duties and responsibilities of the Hospital Attendant (Cage Cleaner) positions it was determined that those positions did not warrant that rate of pay so the pay rate was continued at \$4.16 per hour. In order to maintain consistency with other positions at the Zoo and to more correctly identify the duties performed, it is proposed that a new classification of 530 Animal Hospital Attendant be established at Salary Range .05 \$4.16 - \$5.28 and that the two positions in the Animal Hospital currently classified as Management Intern be assigned to the new class.
- B. ALTERNATIVES CONSIDERED:
 - 1. Utilizing the Visitor Services Worker 3 classification \$4.15 to \$5.90. This was rejected because the class specifications do not accurately reflect the job family into which these positions are classified.

2. Using the existing class of Management Intern, this was rejected since the beginning rate is considered excessive considering the duties and responsibilities of the positions. The title and classification Management Intern is clearly inappropriate for the positions since the work is split between preparing food for the animals and cleaning cages and occasionally administering medication.

C. CONCLUSION: Approve the new classification of 530 Animal Hospital Attendant at Salary Range .05 \$4.16 - \$5.28.

SW/srb
5392B/107
03/16/82