

VENTURA COUNTY, HEALTH CARE AGENCY INVITES APPLICATIONS FOR:



**Veterinarian Spay/Neuter
1710HCA-18AB (MI)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$36.96 - \$51.75 Hour \$6,405.95 - \$8,969.21 Monthly \$76,871.39 - \$107,630.51 Annually

POSITION INFORMATION

Under general direction, performs veterinary services as needed including spay/neuter surgeries; dentals; heartworm treatments; examines and determines preventative medical care and treatments for shelter animals and stray animal emergency cases. Provides oversight for the security and dispensing of drugs and ensures compliance with all federal and state regulations. Performs other related duties as requested.

PAYROLL TITLE: Staff/Services Manager II

EDUCATIONAL INCENTIVE: Some positions may be eligible for educational incentive. This incentive may be 2.5%, 3.5%, or 5% for incumbents in eligible positions based on completion of Associate's, Bachelor's, or Master's degree that is not required for the classification.

BILINGUAL INCENTIVE: Some positions may be eligible for bilingual incentive depending on the applicable memorandum of agreement and the needs of the department. In order to qualify for this incentive, incumbents in eligible positions must take and pass the applicable bilingual fluency examination with a score of seventy percent (70%) or higher.

AGENCY/DEPARTMENT: Health Care Agency - Animal Services

Staff/Services Manager II is a Management classification and is not eligible for overtime compensation. Incumbents in this classification are eligible for benefits at the MB3 level.

The eligible list established from this recruitment will be used to fill **this position only**.

TENTATIVE SCHEDULE

OPENING DATE: 05/08/2018

CLOSING DATE: Continuous and may close at any time; therefore, the schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.

Examples Of Duties:

Duties may include but are not limited to the following:

- Performs Spay/Neuter surgeries on dogs, cats, and rabbits;

- Provides high quality shelter medicine by performing physical exams and treatments on shelter animals. Determines the need for diagnostic procedures and medical treatments;
- Perform, or assist with Animal Cruelty cases, to include necropsy, pathology, report writing and testifying;
- Performs other surgical procedures as required including assistance with administration of anesthesia, catheter placement, prep and post-operative monitoring;
- Recommends, determines and performs humane euthanasia when needed in coordination with Manager of Veterinarian Services and Animal Services Director, according to California State Law and Department guidelines and policies;
- Ensures the humane care of shelter animals and assures herd health by following shelter medicine industry best practices;
- Assists with emergency and disaster services;
- Supervises subordinate staff;
- Responsible for the overseeing of keys and medication inventory;
- Uses computer for various tasks including correspondence, presentations, computerized records, etc.; and
- Performs other related duties as required.

TYPICAL QUALIFICATIONS

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE:

Considerable experience in the delivery of high quality spay/neuter and animal medical services which has led to the acquisition of the required knowledge, skills and abilities. The knowledge, skills, and abilities required to successfully perform the duties of this job can typically be obtained by graduation from a school/college of veterinary medicine recognized by the Board of Examiners in Veterinary Medicine of the State of California and one (1) year of surgical (spay/neuter emphasis) experience.

[Click here](#) for a list of recognized veterinary schools/colleges.

NECESSARY SPECIAL REQUIREMENTS:

- Must hold and maintain a valid DVM license in the State of California while employed
- Must hold and maintain a valid DEA license while employed
- Must possess and maintain a current, valid National Accreditation Number (NAN) issued by the National Veterinary Accreditation Program (NVAP) within 60 days of hire date

- Proficient in Microsoft Word, Excel and PowerPoint
- Proficient computer skills including but not limited to the ability to access databases, check company e-mail, input and modify computerized records, etc.
- Must hold and maintain a valid CA driver license
- Must be able to lift up to 50 lbs
- Must be willing and able to work in Camarillo and Simi Valley as required
- Must be willing and able to work nights, weekends, holidays, and share on-call as required

DESIRED:

- Previous experience in high volume spay/neuter environment
- Previous experience with emergency critical care of animals
- Member of an industry group i.e., California Veterinary Medical Association (CVMA)
- Previous experience in shelter management and heard health
- Previous supervisory experience
- Ability to converse in both English and Spanish

Knowledge, Skills, and Abilities:

Thorough knowledge of: the most current veterinary practices relating to the treatment and cure of injured and sick animals; State, Federal and local laws and ordinances pertaining to the humane treatment of animals; principles and practices of current veterinary medicine, including disease identification, prevention, control and eradication.

Thorough skills to: perform proper diagnosis procedures; prepare technical reports; analyze critical situations accurately and take decisive and effective action.

Comprehensive abilities to: plan, organize, direct, train and develop subordinate personnel including knowledge of contemporary supervisory principles; work with a minimum of supervision; keep informed of the latest developments and methods, techniques, equipment and facilities in veterinary medicine; serve as liaison to advise and/or resolve differences with other public agencies, community organizations and the general public; effectively communicate verbally and in writing.

Supplemental Information:

- Duties are performed primarily indoors and involve moderate to heavy physical activities
- Frequent exposure to dangerous and diseased animals

RECRUITMENT PROCESS

FINAL FILING DATE: This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at www.ventura.org/hr. If you prefer to fill out

a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click **here** for additional information.

SUPPLEMENTAL QUESTIONNAIRE – qualifying: All applicants are required to complete and submit the questionnaire for this exam AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the exam process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration.

APPLICATION EVALUATION – 100%: An application evaluation will be conducted. A score will be assigned to each application based on established criteria. Such score will be considered as the final score for placement on the eligible list.

Applicants successfully completing the exam process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information and driving record is required for this position.

For further information about this recruitment, please contact Mitzi Ivey by e-mail at mitzi.ivey@ventura.org or by telephone at (805) 677-5335.

Veterinarian Spay/Neuter Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Have you graduated from a school/college of veterinary medicine recognized by the Board of Examiners in Veterinary Medicine in the State of California?

NOTE: Please ensure that you include the following information in the Education Section on your application:

- The subject your degree(s) is/are in
- The name of the institution(s) from which you earned your degree(s)
- The location (city, state, country) of the institution(s) from which you earned your degree(s).

- ☐ Yes
☐ No

2. Describe your Full-Time veterinary surgical experience. Full-Time is considered 40 hours per week. Anything less than that will be prorated. Your response must include the following:
- Name of employer(s)
 - Dates of employment reflected as MM/YYYY to MM/YYYY or Present
 - Number of hours worked per week
 - Position title
 - Type of veterinary facility worked in, i.e. private, public, hospital, shelter, etc.
 - Whether or not you performed spay/neuter procedures and what the volume was

NOTE: Do not copy your response from another question. Do not refer to an attached document. Make sure your work experience is listed in the Employment History section in your application.

If you do not have this experience state, "No experience."

3. Do you possess a current, valid license to practice veterinary medicine issued by the California Board of Examiners in Veterinary Medicine?

NOTE: Your license or certification number **MUST** be entered in the "Professional License/Certification" section in your application

- ☐ Yes
☐ No

4. Do you possess a current, valid Drug Enforcement Agency (DEA) license?

NOTE: License must be maintained as a condition of employment.

Please ensure your license number is included in the Certificates and Licenses section in the application.

- ☐ Yes
☐ No

5. A valid USDA National Accreditation Number (NAN), Category is required for this position within 60 days of the hire date. Check the appropriate box describing your USDA NAN status.

NOTE: Accreditation will be verified and must be maintained as a condition of employment.

If applicable, please ensure your accreditation number and category are included in the Certificates and Licenses section in your application.

- ☐ I am in possession of a USDA Category 1 Accreditation
- ☐ I am in possession of a USDA Category 2 Accreditation
- ☐ I do not have a USDA NAN, but am willing to obtain a Category 1 within 60 days of hire
- ☐ I do not have a USDA NAN. I am not willing to obtain a Category 1 within 60 days of hire

6. Select the option that best describes your proficiency level in Microsoft Word.

- ☐ None
- ☐ Basic: Create a new document; open and edit an existing document; move, copy, and find and replace text; format characters and paragraphs; create and edit tables; modify page layout; print and publish documents; correct documents.
- ☐ Intermediate: Work with document sections; format tables; work with Excel data; use a macro; work with columns; use graphics; use document templates; work with styles.
- ☐ Advanced: Use mail merge, create main document, recipient list, insert fields, configure Outlook; forms and fields, insert a field, insert a link, design, create, save and protect a form; work with a large document, master document, subdocument, split a document, table of contents, footnote/endnote, bookmark, cross-reference; manage document revisions and comments.

7. Select the option that best describes your proficiency level in Microsoft Excel.

- ☐ None
- ☐ Basic: Create a new workbook; enter cell values and labels; modify a worksheet; use formulas; use functions; modify page layout; print and publish documents; create charts.
- ☐ Intermediate: Maintain a large worksheet, zoom, split, freeze; work with multiple worksheets; work with data, group/ungroup, import, add; advanced chart skills; work with data lists; document and audit a worksheet; use printing options.
- ☐ Advanced: Use advanced functions, conditional, logical, financial, math, statistical, HLOOKUP, VLOOKUP; manage data, drop-down lists, data validation, outline; conditional formatting; work with pivot tables and pivot charts; use analytical add-ins; create macros and use VBA editing.

8. Select the option that best describes your proficiency level in Microsoft PowerPoint.

- ☐ None
- ☐ Basic: Create a new presentation-open, format and edit; add objects such as photos, charts; preview and print presentation; deliver presentation-move among slides and to specific slides in presentation; reuse/modify existing presentation slides.
- ☐ Intermediate: Use templates, themes and color to customize; construct tables and charts; incorporate content from other programs; add backgrounds and insert and customize graphics to presentations; use slide, notes, and handout masters.
- ☐ Advanced: Create customized presentations-add interactive special effects such as audio, animation, video, themes, etc.; create, edit, and import charts; manage hyperlinks; create custom shows; secure and share presentations.

9. Please describe your computer literacy and proficiency skill level, specifically in computerized records management, accessing databases, and email. Include any animal management software you've used.

10. Do you possess or can you obtain a California driver license by date of hire?
- ☐ Yes
☐ No
11. Are you willing and able to lift up to 50 lbs?
- ☐ Yes
☐ No
12. Are you willing and able to work in Camarillo and Simi Valley as required?
- ☐ Yes
☐ No
13. Are you willing and able to work nights, weekends, holidays, and share on-call when required?
- ☐ Yes
☐ No
14. Describe your Full Time experience supervising staff. Full Time is considered 40 hours per week. Anything less than that will be prorated. Your response must include the following:
- Name of employer(s)
 - Dates of employment reflected as MM/YYYY to MM/YYYY or Present
 - Number of hours worked per week
 - Position title
 - The number of staff you supervised
 - Whether you evaluated performance or not
 - Whether you performed disciplinary actions or not

NOTE: Do not copy your response from another question. Do not refer to an attached document.

If you do not have supervisory experience state, "No experience."

15. Are you bilingual in English and Spanish?
- ☐ Yes
☐ No
16. Are you a member of an industry group i.e., California Veterinary Medical Association (CVMA)? If so, please list them below.