UNIVERSITY OF SOUTHERN CALIFORNIA

Animal Laboratory Technician II

Job Code: 185711

Grade: G
OT Eligible: Yes
Comp Approval: 7/1/2004

JOB SUMMARY:
Performs general duties involving the responsibility for husbandry of animals for experimental use and the maintenance of the associated facility.

JOB ACCOUNTABILITIES:

* E/M/NA % TIME

_____ _____ Manages a complete vivarium area as assigned. Provides leadership and guidance to other employees performing similar work within unit, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on day-to-day basis. Ensures timely completion of unit's work.

_____ _____ Ensures that animals are provided care in accordance with state and federal regulations to promote physical and psychological well-being and minimize discomfort.

_____ _____ Provides routine and technical care of animals involved in experiments. Observes and recognizes symptoms of illness or abnormalities in animals. Ensures sick animals receive timely veterinary attention.

_____ _____ Prepares and sterilizes instruments and facilities for surgical use. Performs technical procedures in animal surgery, i.e. anesthetic, post-operative care. Maintains accurate computerized records of procedures performed on animals. Analyzes case history records.

_____ _____ Plans and oversees systematic animal breeding programs.

_____ _____ Maintains cleanliness and organization of cages, equipment, surgical and storage facilities. Maintains storeroom supplies. Performs routine cleaning of animal lodging facilities. Maintains computerized animal identification records; prepares medical histories on animals.

_____ _____ Prepares and distributes food and water; prepares special diet plans. Exercises larger animals confined to small cages. Treats animals for external and internal parasites. Isolates sick animals and notifies veterinarian; disposes of dead animals.

_____ _____ Collects and processes diagnostic samples. Administers drugs and other treatments. Assists Veterinarians and Principal Investigators with handling animals during procedures.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential:  [ ] No  [X] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Specialized/Technical Training

Minimum Experience:

2 Years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Assistant ALT Certification and animal care experience

Preferred Education:

Associate’s Degree

Preferred Experience:

3 Years

Preferred Field of Expertise:

Assistant ALT Certification and experience in veterinary hospital kennel or animal research laboratory

Skills:  Other:

Assessment/evaluation
Lead/Guidance Skills

Skills:  Laboratory:

Animal Handling
Animal Surgery
General Laboratory Techniques
Maintenance of Lab Notebook

Skills:  Machine:

Personal Computer

Supervises:  Level:

Leads one or more employees performing similar work

Supervises:  Nature of Work:

Technical

SIGNATURES:
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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