UNIVERSITY OF SOUTHERN CALIFORNIA

Animal Laboratory Supervisor

Job Code: 185715

<table>
<thead>
<tr>
<th>Grade:</th>
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<tbody>
<tr>
<td>OT Eligible:</td>
<td>No</td>
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<td>Comp Approval:</td>
<td>7/1/2004</td>
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**JOB SUMMARY:**
Manages the operations of animal resource facilities in the capacity of technical supervisor under general supervision of Vivaria Director.

**JOB ACCOUNTABILITIES:**

<table>
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<th>*E/M/NA</th>
<th>% TIME</th>
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<tr>
<td>Manages the daily operations of animal resource facilities for an assigned area. Oversees housing for animals of different species. Determines housing needs and makes recommendations.</td>
<td>100%</td>
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<td>Ensures that animals are provided care in accordance with state and federal regulations to promote physical and psychological well-being and minimize discomfort.</td>
<td>100%</td>
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<tr>
<td>Ensures compliance with departmental and University policies and procedures and applicable local, state and federal laws.</td>
<td>100%</td>
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<td>Monitors recordkeeping. Oversees inventory; orders supplies and equipment. Transports animals and supplies between facilities using department vehicles.</td>
<td>100%</td>
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<tr>
<td>Supervises unit employees, as assigned. Assists in recruitment, screening, hiring, orientation and training of unit staff. Evaluates employee performance and provides guidance and feedback. Counsels or disciplines supervised employees, as required. Recommends stronger disciplinary action or termination of employees to Director.</td>
<td>100%</td>
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<tr>
<td>Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of unit's work. Compiles and submits timesheets, as required. Schedules and conducts staff meetings and individual meetings within unit to facilitate attainment of unit objectives.</td>
<td>100%</td>
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<tr>
<td>Provides technical assistance to Principal Investigators and the Clinical Veterinarians regarding animal health and experimental procedures or to determine project requirements. Provides technical assistance in surgery and teaching clinics.</td>
<td>100%</td>
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<tr>
<td>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.</td>
<td>100%</td>
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<tr>
<td>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.</td>
<td>100%</td>
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<tr>
<td>Plans and oversees systematic animal breeding programs.</td>
<td>100%</td>
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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
☐ 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:**
- Associate's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- ALT Certification and experience in veterinary hospital kennel or animal research laboratory

**Preferred Education:**
- Bachelor's Degree

**Preferred Experience:**
- 5 Years

**Preferred Field of Expertise:**
- Biological Science degree, ALT Certification and experience in veterinary hospital kennel or animal research laboratory

**Skills:** Other:
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
Knowledge of applicable laws/policies/principles/etc.
Supervisory Skills
Teaching/Training

Skills: Laboratory:
  Animal Handling
  General Laboratory Techniques
  Maintenance of Lab Notebook

Skills: Machine:
  Personal Computer

Supervises: Level:
  Supervises employees who do not supervise

Supervises: Nature of Work:
  Technical

SIGNATURES:

Employee: _______________________________ Date: _______________________________
Supervisor: _______________________________ Date: _______________________________

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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