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ARMY NAF STANDARDIZED POSITION DESCRIPTION

PD#: AK063 **Sequence#:** VARIES

Replaces PD#:

ANIMAL CARETAKER

NA-5048-03

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION

Citation 1: OPM JGS ANIMAL CARETAKER, 5048, MAY 73

Citation 2: NAF PERSONNEL POLICY, AR 215-3, CHAPTER 3, 29 AUGUST 2019

Classification/Job Grading Certification: *I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Classified By: NAF GENERIC

Classified Date: 01/06/1999

POSITION INFORMATION:

FLSA:
Career Field:
Program Code: VARIES

Bus Code: VARIES

Region: NAF

Financial Disclosure:
PD Status: VERIFIED

CONDITION OF EMPLOYMENT:

Drug Test Required: VARIES

Position Designation: VARIES

Position Sensitivity: VARIES

Security Access: VARIES

Emergency Essential: VARIES

Investigation:

DEVELOPMENTAL ASSIGNMENT:

Career Ladder PD: NO

Target Grade/FPL:
Career Pos 1:
Career Pos 2:
Career Pos 3:
Career Pos 4:
Career Pos 5:
Career Pos 6:

DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES:

MAJOR DUTIES

Receives and shelters animals brought to the veterinarian clinic for treatment, temporary care or disposal. Observes animals and notifies supervisor of abnormal appearance. Feeds animals taking care to measure food portions according to feeding instructions. Keeps records on animals in the facility. Assists other workers to restrain and treat animals.

Cleans and disinfects animal feeding utensils and pen areas. Maintains stock of cleaning materials and other items used. Mows grass and cleans yard of animal litter. Clears drains in runs. Empties garbage. May be required to operate a motor vehicle to transport supplies and laboratory samples.

Skills and Knowledge: Ability to recognize obvious changes to the normal appearance and activities of animals. Ability to handle animals and clean work areas.

Responsibility: Performs assigned tasks independently.

Physical Effort: Frequently lift and carry items and animals weighing over 70 pounds. Moderate effort is required to operate power washing and mowing equipment.

Working Conditions: Exposed to unpleasant odors and noises, animal bites, scratches and contagious diseases. May be required to wear protective equipment.

QUALIFICATION REQUIREMENTS:

Candidates must:

1. Be physically able to lift and carry heavy items weighing over 70 pounds.
2. Stand and walk for long periods of time.
3. Be able to follow complex written instructions.
4. Be able to maintain animal care records.

CONDITIONS OF EMPLOYMENT:

Satisfactory completion of pre-employment background checks in accordance with AR 215-3, para.2 to include a Tier 1 background investigation.

EVALUATION:

Not Listed

FLSA DETERMINATION:**Fair Labor Standards Act (FLSA) Determination:**

- ☐ 1. Availability Pay Exemption - e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- ☐ 2. Foreign Exemption - (Note: Puerto Rico and certain other locations do not qualify for this exemption - [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- ☐ 3. Executive Exemption:
 - ☐ a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
 - ☐ b. Customarily and regularly directs 2 or more employees, AND
 - ☐ c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.
Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.
- ☐ 4. Professional Exemption:
 - ☐ a. Professional work (primary duty)
 - ☐ b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
 - ☐ c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
 - ☐ d. Computer Employee, ([See 5 CFR, 551.210](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).
- ☐ 5. Administrative Exemption:
 - ☐ a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

☒ **FLSA Conclusion:**

- ☐ EXEMPT
- ☐ NON EXEMPT

FLSA Comments/Explanations: