

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1204550

Animal Health Inspector 1, Grade 14 1204550
Animal Health Inspector 2, Grade 18 1204600

Brief Description Of Class Series

Animal Health Inspectors perform various investigative and inspection activities to detect, control and eradicate communicable diseases in animals. They inspect and test large domestic animals; collect samples for laboratory tests; and inspect and review the records of municipal animal shelters, pet dealers and breeders, and livestock markets and premises. Animal Health Inspectors require skilled use of veterinary medical testing devices and instruments, and animal restraint equipment.

Animal Health Inspectors are field positions assigned to various regions throughout the State, and are classified in the Department of Agriculture and Markets and the Department of Health.

Distinguishing Characteristics

Animal Health Inspector 1: entry level; independently conducts inspections in an assigned geographic region under the general supervision of an Animal Health Inspector 2.

Animal Health Inspector 2: supervisory level; oversees the work of Animal Health Inspectors 1 in an assigned geographic region, under the direction of a veterinarian.

Related Classes

Animal Industry Investigators investigate illegal activities in the cattle industry, complaint reports, possible bioterror events or the introduction of foreign animal disease agents, violations of statutes or regulations, and follow-up of routine inspection reports.

Illustrative Duties

Animal Health Inspector 1

Inspects and tests large domestic animals and livestock in support of animal disease control programs.

- Visually inspects animals for evidence of disease.
- Holds and restrains animals during veterinary procedures.
- Collects samples and specimens such as blood, urine and feces for testing.
- Reads samples or prepares samples for shipment to the laboratory.
- Records observations, findings and results.
- Completes epidemiological investigations by tracing infected animals to herds of origin and tracing sales of animals from infected herds.
- Issues quarantines for unqualified, illegally imported and sick animals.
- Appraises the market value of condemned livestock.
- Observes the cleaning and disinfection of premises after reactor animals are removed.
- Operates equipment to test animals and disinfect facilities.

Inspects municipal animal shelters for compliance with the agriculture and markets laws and regulations.

- Inspects shelters for sanitation, ventilation, vermin control, etc. and prepares inspection reports.
- Reviews shelter records for completeness and to ensure the proper handling and disposition of animals.
- Investigates complaints about overcrowding and inhumane treatment of animals, and prepares reports on findings.
- Consults with local dog control officers and monitors their activities.

Inspects animals at county and State fairs.

- Conducts physical inspections of all animals to qualify them for exhibit.
- Records and charts animal health for the issuance of health certificates and for compliance with entry requirements.
- Makes daily inspections of all animals for evidence of disease during the fair.
- Assists veterinarians in conducting inspections and testing of animals.

Investigates equine infectious anemia positive cases.

- Explains regulations to owners and dealers.
- Tests, retests and quarantines animals testing positive.
- Retests and freezes branding reactors.
- Prepares and issues permits for movement to slaughter.
- Conducts follow-up inspections to ensure that animals are properly isolated.

Reviews records of livestock dealers and inspects livestock.

- Inspects the disposition of out-of-state cattle.
- Checks records for accuracy of animals consigned and sold.
- Inspects premises for compliance with construction, sanitation and disinfection requirements.
- Documents evidence of individuals consigning or purchasing animals without permit.

Inspects records of holders of domestic animal health permits for compliance with regulations.

- Examines records for compliance with regulations.
- Observes for identification of animals and that trace-back of ownership ability is present.

- Ensures that regular and up-to-date recording is done; and recommends re-inspection of records.

Inspects pet shops, dealers and breeders for compliance with applicable agriculture and markets laws and regulations.

- Verifies registration in the pet dealer and breeder licensure program; and provides licensure information to unlicensed entities.
- Observes and documents whether regulated entities have adopted the required program elements.
- Visits all registered dealers and breeders to educate them and promote compliance with the law.
- Re-inspects dealers and breeders who are not in compliance.

Animal Health Inspector 2

Supervises Animal Health Inspectors 1 in an assigned region.

- Plans, schedules and coordinates Animal Health Inspectors 1 assignments.
- Establishes the work priorities for projects and assignments to ensure optimal use of staff and resources.
- Ensures that staff is properly trained on all testing equipment, compliance criteria, laws and regulations.
- Evaluates performance and ensures that assignments are completed according to agency standards.

Administers animal disease control programs in an assigned region in conjunction with regional State veterinarians.

- Schedules staff to conduct testing and inspections of large domestic animals, and inspection and review of records of livestock or premises where livestock are kept.
- Contacts farmers and other livestock operations to arrange for testing and inspections.
- Assists regional veterinarians in carrying out emergency disease control procedures.

Oversees the inspections of municipal animal shelters, pet dealers and breeders to evaluate compliance with laws and regulations.

- Schedules and assigns staff to initial and follow-up inspections.
- Reviews staff reports pertaining to evaluations to determine if procedures, methods and competency of program personnel conform to Statewide standards and laws.

Performs the more difficult animal inspections and investigations.

- Investigates violations of State animal health laws that may result in civil or criminal penalties and prepares written reports of findings.
- Investigates epidemic, contagious animal diseases and recommends the proper course of eradication, control and prevention.

Develops and provides training and technical assistance to local officials on laws, regulations and enforcement procedures.

Schedules and oversees the inspections of facilities and animals at State, county and town fairs and other events.

Minimum Qualifications

Animal Health Inspector 1

Open Competitive: License to practice as a Veterinary Technician from the New York State Education Department.

Animal Health Inspector 2

Promotion: One year of permanent competitive service as an Animal Health Inspector 1.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those that were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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