

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

Classification Standard

**Occ. Code 0911200**

<b>Laboratory Animal Caretaker, Grade 5</b>	<b>0911200</b>
<b>Senior Laboratory Animal Caretaker, Grade 8</b>	<b>0911300</b>
<b>Principal Laboratory Animal Caretaker, Grade 11</b>	<b>0911500</b>

Brief Description of Class Series

Laboratory Animal Caretakers handle, treat and observe animals used in laboratory experiments, biological tests and research. They handle laboratory animals to implement ongoing experiments; treat them to provide for the general health and comfort of the animals; and observe them to detect symptoms of disease and changes in condition. They come into contact with animals carrying a variety of communicable diseases including zoonosis, and may be exposed to the radiation used in the treatment of such animals. In handling, treating, feeding and all other contacts with such animals, incumbents use techniques designed to minimize the hazards of their own infection, as well as the contamination of uninfected stock or experimental animals. Incumbents communicate with physicians, veterinarians and research scientists to report unusual experimental results and to receive instructions concerning the handling and treatment of animals relative to specific experiments.

Distinguishing Characteristics

Laboratory Animal Caretakers are assigned to treatment and observation duties as described below for at least 30% of their work time. Incumbents involved in feeding, watering, cleaning, and housekeeping for more than 70% of their work time are classified as Laboratory Worker.

*Laboratory Animal Caretaker:* noncompetitive; performs tasks in the following four categories: treatment and handling of animals; observation of animals for symptoms or changes of condition; feeding and watering of animals; and housekeeping of animal care facilities.

*Senior Laboratory Animal Caretaker:* competitive; provides direct animal care; directly supervises the work of Laboratory Animal Caretakers, Laboratory Workers, and/or animal care student assistants.

*Principal Laboratory Animal Caretaker:* competitive; provides direct animal care; supervises a staff in breeding, raising and caring for animals used in laboratory experiments, biological tests and research; and may indirectly supervise clerical staff

assigned to the labs in the performance of administrative processes and procedures related to the facility operation.

### Related Classes

Laboratory Workers are primarily involved in tending simple apparatus and instruments not requiring complex operation; and maintaining laboratory supplies and materials in a State laboratory ready for use by professional scientists to assist in the performance of ongoing tests and experiments.

Laboratory Technicians are primarily involved in setting up and working laboratory apparatus and instruments in the performance of prescribed laboratory tests.

### Illustrative Duties

#### *Laboratory Animal Caretaker*

Under the general supervision of a Senior Laboratory Animal Caretaker:

- treats animals as prescribed in guidelines to maintain the general health of laboratory animals;
- assists higher level positions, e.g., professional scientists and technicians, in performing experimental treatment procedures to provide data for research;
- monitors animals' conditions and behaviors to detect symptoms of disease and changes in conditions;
- attends to the physical needs of animals both in regular housing and in controlled environment chambers to ensure that animals are maintained in health and comfort within the constraints of experimental procedures;
- cleans and washes facilities and performs other housekeeping duties as scheduled and directed to ensure that facilities are clean and adequately supplied.

#### *Senior Laboratory Animal Caretaker*

Under the general direction of a Principal Laboratory Animal Caretaker:

- supervises the work of Laboratory Animal Caretakers, Laboratory Workers, and/or animal care student assistants;

- schedules and makes work assignments, providing on-the-job training and instructions in the care of animals;
- assists Laboratory Animal Caretakers, Laboratory Workers, and/or student assistants in the performance of non-routine or difficult tasks;
- maintains animal laboratory, including making daily inspections for animal care, feeding and cleanliness;
- monitors animals for diseases;
- washes cages and other equipment; and performs a variety of administrative activities such as maintaining records and supplies inventories, placing orders and receiving shipments;
- assists in veterinary care activities.

*Principal Laboratory Animal Caretaker*

Under the general direction of a higher-ranking technician, technical assistant, or professional scientist:

- supervises a staff in breeding, raising and caring for animals used in laboratory experiments, biological tests and research;
- directs day-to-day care of animals housed in a laboratory center, and any related satellite locations;
- serves as direct liaison or coordinator between caretakers, investigators, and other department staff to ensure proper interpretation of their various needs;
- provides assistance in more complex veterinary care activities.

Minimum Qualifications

*Laboratory Animal Caretaker*

There are no minimum education or experience qualifications.

*Senior Laboratory Animal Caretaker*

Promotion: one year of permanent non-competitive service as a Laboratory Animal Caretaker.

Open Competitive: one year of experience in laboratory animal care for a research hospital, institution, or laboratory;

OR

two years of satisfactory full-time experience handling and caring for small animals other than in a residential setting;

OR

certification as a Laboratory Animal Technician, and one year of satisfactory full-time experience handling and caring for small animals in other than a residential setting;

OR

satisfactory completion of two-years' course work in veterinary medicine, animal husbandry, animal science, or a related field.

*Principal Laboratory Animal Caretaker*

Promotion: one year of permanent competitive service as a Senior Laboratory Animal Caretaker.

Open Competitive: one year of additional experience as described in each of the categories above, and one year of satisfactory full-time experience in the supervision of employees in the breeding and care of small animals.

**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 which 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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