



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2001

VETERINARY TECHNOLOGY

C9C1TX TO C9C4XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses four levels in the Health Care Services Occupational Group and describes technical support work in the field of veterinary medicine. Positions in the class series provide patient care and treatment involving the application of the technical practices of veterinary medicine.

Technical duties typically include preparing patients and operating rooms for procedures; positioning patients and assisting during surgery; administering anesthetic agents to large and small animal patients in both routine and emergency settings; performing technical aspects of diagnostic, treatment, rehabilitation and surgical techniques; monitoring health and treatment of assigned patients and intervening or providing emergency treatment as patient conditions warrant; providing critical care nursing; and/or providing health services through a specialized unit or program. The work often involves providing instruction and demonstration to veterinary care professionals, technicians and students; and, collecting and maintaining patient, clinic, research, and program data and records.

INDEX: Veterinary Technology I begins on page 2, Veterinary Technology II begins on page 3, Veterinary Technology III begins on page 4, and Veterinary Technology IV begins on page 5.

VETERINARY TECHNOLOGY I

C9C1TX

CONCEPT OF CLASS

This class describes the clearly defined level where positions follow established work procedures. Positions operate within standard guidelines and alternatives that are known and any deviation from such requires prior approval. Some assignments do not move beyond this level.

CLASS SERIES DESCRIPTION (Cont'd.)

VETERINARY TECHNOLOGIST

July 1, 2001

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

VETERINARY TECHNOLOGY II

C9C2XX

CONCEPT OF CLASS

This class describes the full-operating technologist responsible for performing specialized patient care. Positions operate independently in performing the full scope of clinical care. Work requires determining solutions to practical problems using specified professional standards and established criteria. Judgment is used to select and apply existing guidelines to solve problems

CLASS SERIES DESCRIPTION (Cont'd.)

VETERINARY TECHNOLOGIST

July 1, 2001

and accomplish the assignment. Some assignments do not move beyond this level. Veterinary Technology II differs from Veterinary Technology I on Decision Making and Purpose of Contact.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- The purpose of contacts with outside the supervisory chain, regardless of the method of communication, are for the purpose of detecting or discovering information or problems by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

VETERINARY TECHNOLOGY III

C9C3XX

CONCEPT OF CLASS

This class describes the second level specialized care provider, work leader, or staff authority level. This level of specialized care provider works in areas such as cardiac care, anesthesia, or intensive care where the work requires the use of discretion and creativity within limits of theory and principles of the field, program objectives, and, general systems and guidelines. Judgment is used in the adaptation and skilled application of guidelines to solve the full range of problems

CLASS SERIES DESCRIPTION (Cont'd.)

VETERINARY TECHNOLOGIST

July 1, 2001

related to the assignment and must anticipate and analyze the impact and consequences of decisions made. Work leaders exercise some control over the continual work product of others. Staff authorities possess a unique level of knowledge and expertise in a professional field that is needed by the agency to support its overall mission. Agency management routinely relies on the essential consultation of the authority before deciding broad, critical program and policy direction. The consultation provided is accepted as fact and not refuted on its technical merit, even if management does not act on it for political or budgetary reasons. Staff authorities are authorized to take action and issue expert opinions that provide direction for further action by others. Authorities design strategy, systems, processes, guidelines, rules, and standards that are mission critical and directly impact the agency's ongoing operation and broad program or policy. Staff authority is delegated by agency management, beyond the immediate supervisor, and has direct influence and impact agency-wide, including clients. Veterinary Technology II differs from Veterinary Technology III on Decision Making and Complexity.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- The purpose of contacts with outside the supervisory chain, regardless of the method of communication, are for the purpose of detecting or discovering information or problems by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work

CLASS SERIES DESCRIPTION (Cont'd.)

VETERINARY TECHNOLOGIST

July 1, 2001

processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

VETERINARY TECHNOLOGY IV

C9C4XX

CONCEPT OF CLASS

This class describes the unit supervisor. Supervisors directly control the work of assigned staff and determine the operations for the unit. Veterinary Technology IV differs from Veterinary Technology III on Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- The purpose of contacts with outside the supervisory chain, regardless of the method of communication, are for the purpose of detecting or discovering information or problems by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more

CLASS SERIES DESCRIPTION (Cont'd.)

VETERINARY TECHNOLOGIST

July 1, 2001

full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/01 (LLB). HCS Consolidation Study consolidated Veterinary Specialist (C3P) and Veterinary Tech I (C3Q2). Draft published 2/21/01, proposed 5/10/01, and final 7/1/01.

Effective 7/1/00. Abolished Vet Tech II (C3Q3).

Effective 9/1/93 (KAS). Job Evaluation System Revision project. Converted Vet Specialist I from A5525 to C3P1. Converted Vet Specialist II from A5526 to C3P3. Created Vet Specialist II (C3P2). Converted Vet Tech A from A5520 to C3Q1. Converted Vet Tech B from A5521 to C3Q2. Created Vet Tech II (C3Q3). Published as proposed 5/10/93.

Created 7/1/80. Vet Tech (A5520-1) and Vet Specialist (A5525-6).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Veterinary Technology I	Defined	Patterned	Exchange	Indiv. Contributor
Veterinary Technology II	Operational	Patterned	Detect	Indiv. Contributor
Veterinary Technology III	Process	Formulative	Detect	Indiv. Contributor Work Leader or Staff Authority
Veterinary Technology IV	Process	Formulative	Detect	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services