STATE OF COLORADO

CLASS SERIES DESCRIPTION
JULY 2015

VETERINARIAN
C9B1XX TO C9B3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Health Care Services Occupational Group and describes professional work in the field of veterinary medicine. Positions in this class series apply the principles, theories, and practices of veterinary science. By statutes CRS 12-64-101 et. seq., a license is required in this class series.

Veterinarians detect, diagnose, control or prevent infectious and contagious animal and livestock diseases; investigate and prevent cruelty and mistreatment of animals; and, regulate animal by-products to detect and prevent the sale of unsafe by-products to consumers. The work involves providing professional advice to local government agencies, practicing veterinarians, private sector industries (agricultural, livestock, and racing), and the general public; inspecting feedlots, auction markets, kennels, race tracks, and slaughter plants to obtain compliance with state and federal government health regulations, and civil and criminal codes; ordering appropriate laboratory tests and initiating animal quarantine restrictions; recommending prosecution or other legal actions to obtain compliance with statutes, codes, and regulations; and testifying in legal proceedings as an expert witness to defend agency policies, procedures, and actions.

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VETERINARIAN I C9B1XX

CONCEPT OF CLASS

This class describes the fully operational veterinarian. Positions operate independently in performing the full range of professional tasks. Work requires the use of discretion and creativity within limits of theory and principles of the profession, management's program objectives, law and regulations, and general systems and guidelines. Judgment is used in the adaptation and skilled application of guidelines to solve the full range of problems related to the assignment. An employee in this class must anticipate and analyze the impact and consequences of decisions made. This level also includes positions receiving orientation to the agency setting within the initial probationary period.

FACTORS

Allocation must be based on meeting all of the three 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.

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

OR

The staff authority is a pacesetter that has a unique level of technical expertise in a field or profession that, as part of the ongoing permanent assignment, is critical to the success of an agency. It is an essential component of the work assignment that has been delegated by management to the position. This authority directly influences management decisions within an agency. For example, management relies on such a position when making decisions regarding the direction that policy or a program should take in the staff authority's field of expertise. Managers and peers recognize and seek this level of technical guidance and direction regarding the application of a program or system within the agency or to its clients.

VETERINARIAN II C9B2XX

CONCEPT OF CLASS

This class describes the first-level of program supervision, including the unit supervisor or the senior authority. Program supervisors manage the daily operation of a work unit that includes determining the annual business plans that integrate with the agency’s mission and goals, determining implementation policies and guidelines, developing budgets, establishing staffing and directly controlling the work of others. Senior authorities possess a unique level of knowledge and expertise in a professional field that is needed by the agency to support its overall mission. Management, inside and/or outside of the agency, 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. 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. Senior authority is delegated by agency management, beyond the immediate supervisor, and has direct influence and impact beyond the agency. Veterinarian II differs from Veterinarian I on Decision Making and Line/Staff Authority.

FACTORS

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

Decision Making -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the objectives established by the highest management level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes inventing and changing systems and guidelines that will be applied by others statewide. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations which cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager determines the systems, guidelines, and programs for the future.

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.

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

OR

The senior authority is a pacesetter that has a unique level of technical expertise in a field or profession that, as part of the ongoing permanent assignment, is critical to the success of an agency. It is an essential component of the work assignment that has been delegated by management to the position. This authority directly influences management decisions beyond the agency. Managers and peers seek this level of technical guidance and direction as the designer of a statewide system or in a subject area for other areas of state government. Managers

and peers, both internally and externally to the agency, rely on this pacesetter when making decisions regarding the direction that policy, programs, and systems should take in the pacesetter's field of expertise.

VETERINARIAN III C9B3XX

CONCEPT OF CLASS

This class describes the second-level program supervisor. Positions manage the daily operation of multiple work units through subordinate professional program supervisors. Positions determine the annual business plans that integrate with the agency's mission and goals, determine implementation policies and guidelines, develop budgets, establish staffing and directly control the work of others as a second-level supervisor. Work involves directing the implementation of policies, rules, and regulations. This class differs from Veterinarian II on Decision Making, Complexity, and Line/Staff Authority.

FACTORS

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

Decision Making -- The decisions regularly made are at the programmatic level, as described here. Within limits set by organizational policy, general directives, overall goals and objectives, and allocated resources, choices involve formulating or adjusting programs, specifying program objectives, and allocating human and fiscal resources among constituent programs. This involves independently, and under conditions of uncertainty, determining what has been done, what can be done, proposals for long-term policy, and estimates of what new resources are required. The long-term strategic plans, purposes, and staffing determined by this level require integration with other programs in the overall agency plan. Program, as used here, is defined by the mission of an agency or division as opposed to a segment or piece of a program, such as planning, program evaluation, etc. This level does not describe positions that are applying a program controlled by another agency, which has the authority and accountability for it.

Complexity -- The nature of, and need for, analysis and judgment is strategic as described here. Positions develop guidelines to implement a program that maintains the agency's mission. Guidelines do not exist for most situations. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of situations and establish guidelines that direct how an agency program will be implemented.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a second level supervisor. The second-level supervisor must be accountable for multiple units through the direct supervision of at least two subordinate unit supervisors, and have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on 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 & Administration 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

Updated and removed the purpose of contact 6.30.2015
Effective 7/1/02 (LLB). HCS Consolidation Study. Changed pay grades and revised class description. Draft published 2/21/01. Published as proposed 5/10/01.
Effective 9/1/93 (KAS). Job Evaluation System Revision project. Converted Field Veterinarian A and B (55502-3) to Veterinarian I (C2K1), converted Assistant State Veterinarian (55504) and Racing Commission Veterinarian (55514) to Veterinarian II (C2K2), and converted State Veterinarian (55506) to Veterinarian III (C2K3). Published as proposed 4/9/93.
Revised 10/1/91. Changed occupational group from Medical to Health Care Services.
Revised 7/1/88. Changed relationship for State Veterinarian (55506).
Revised 7/1/82. Changed relationship for State Veterinarian (55506).
Revised 7/1/81. Changed relationship for State Veterinarian (55506).
Revised 3/1/77. Changed necessary special requirement for Field Veterinarian A and B (55502-3), Assistant State Veterinarian (55504) and State Veterinarian (55506).
Created 1/1/77.

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Line/Staff Author- ity
Veterinarian I	Process	Formulative	Indiv. Contributor or Staff Authority
Veterinarian II	Interpretive	Formulative	Unit Supervisor or Senior Authority
Veterinarian III	Programmatic	Strategic	Manager

ISSUING AUTHORITY: Colorado Department of Personnel & Administration