

Supervising Veterinarian (General)
Knowledge, Skill, Ability, and Personal Characteristic Statements
Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
1	Knowledge of disease control and eradication procedures to identify, control and eradicate animal diseases.
2	Ability to apply epidemiological concepts and principles to identify, control and eradicate animal diseases.
3	Ability to apply the core veterinary disciplines and training (e.g., bacteriology, pathology, virology, immunology) in a regulatory setting.
4	Knowledge of cleaning and disinfection procedures to prevent and control the spread of disease and to ensure food safety.
5	Ability to apply cleaning and disinfection procedures to prevent and control the spread of disease.
6	Ability to apply biosecurity principles to prevent and control the spread of disease.
7	Knowledge of zoonoses as related to public health to prevent and control the spread of disease.
8	Knowledge of hazardous substances that may affect animals, humans and the environment.
9	Ability to identify the clinical signs associated with various toxins, poisonous plants and irritants to diagnose toxic conditions.
10	Knowledge of veterinary emergency response procedures to control and eradicate emerging and foreign animal diseases.
11	Knowledge of veterinary emergency response procedures to assist in natural disasters and accidents involving livestock.
12	Ability to use veterinary tools and instruments necessary in the diagnosis, prevention and control of disease.
13	Knowledge of the methods, materials and equipment used in euthanasia.
14	Ability to perform euthanasia to control disease or for humane concerns.
15	Knowledge of current issues and events concerning livestock and poultry diseases and related fields (e.g., food safety, One Health).
16	Ability to conduct a literature review using various resources (e.g., library, internet) to compile information and data from academic journals, research publications
17	Ability to identify required data, information, materials and resources needed to complete/perform a project.
18	Ability to recognize trends in disease incidence of reportable diseases and potential emerging pathogens.
19	Ability to analyze and evaluate programs, procedures and policies for efficacy and/or impact on industry.

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20	Ability to use sound research methods and principles to reach conclusions and/or make recommendations.
21	Knowledge of the methods, policies and procedures for gathering diagnostic samples and information.
22	Knowledge of research and epidemiological methods and procedures to conduct or evaluate projects and studies.
23	Knowledge of practices required to ensure and maintain data security, including transmission of confidential data.
24	Knowledge of data coding methods and procedures to enhance research analysis.
25	Ability to validate the accuracy of data for reports and research analysis.
26	Ability to accurately analyze and evaluate data (e.g. numerical, graphical, charted, tabulated) to formulate conclusions and recommend appropriate courses of action.
27	Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to issues or problems.
28	Ability to objectively identify and analyze all facts and implications related to a situation before making a decision.
29	Ability to read and summarize numerical reports and compare to spreadsheets or other information sources to identify and resolve discrepancies.
30	Knowledge of problem-solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments.
31	Ability to determine how a system or process works and how changes in inputs and operations affect outcomes.
32	Knowledge of Incident Command System for emergency response.
33	Ability to work in the Incident Command System in various roles for emergency response.
34	Knowledge of local, State and federal laws and regulations related to animal health and food safety.
35	Knowledge of department mission and goals for animal health and food safety.
36	Knowledge of departmental safety policies and procedures to perform veterinary work.
37	Knowledge of contents of branch field manual to perform veterinary work.
38	Knowledge of hiring and employment procedures to staff program /department.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
39	Ability to develop appropriate selection tools to fill vacancies.
40	Knowledge of performance management systems such as probation reports, Individual Development Plans (IDP) and feedback systems to develop staff and improve productivity.
41	Knowledge of leadership principles and methods to motivate staff members, maintain productivity and accomplish program objectives.
42	Knowledge of a supervisor's role in the Equal Employment Opportunity Program and the processes available to meet the equal employment opportunity objectives.
43	Knowledge of collective bargaining agreements to ensure compliance.
44	Knowledge of a supervisor's responsibilities for employee performance management.
45	Knowledge of Occupational Safety and Health Administration (OSHA) guidelines to ensure employee safety in the workplace.
46	Knowledge of employee benefit programs (e.g. Family Medical Leave Act, Employee Assistance Programs) to provide referrals and assist staff.
47	Knowledge of progressive discipline procedures to determine when disciplinary action is warranted and to recommend or apply appropriate action.
48	Knowledge of training techniques to educate staff on job tasks and responsibilities to improve performance, safety and productivity.
49	Knowledge of available resources to address and improve employee performance issues.
50	Knowledge of personnel procedures to ensure that personnel actions are in compliance with departmental procedures and policies as well as State laws and regulations.
51	Knowledge of supervisory principles, practices and techniques to oversee the work activities of employees to ensure the branch operates effectively and complies with all applicable laws.
52	Knowledge of Americans with Disabilities Act (ADA) requirements and available resources to ensure compliance.
53	Knowledge of performance management strategies to ensure timely completion of work.
54	Ability to lead complex projects to ensure timely completion of work.
55	Ability to recognize the need for issues, activities and/or decisions to be elevated to upper management.
56	Ability to appropriately delegate work to project team members to ensure work projects are completed on time and within budget.

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57	Ability to maintain high ethical standards in completing all assignments and projects.
58	Ability to manage workload and assignments of others to fulfill routine duties, project objectives and deadlines.
59	Ability to review the work of staff and provide constructive feedback.
60	Ability to foster respect for individual differences as well as cultural, racial and gender diversity among staff.
61	Ability to inspire confidence and effective working relationships with employees, managers, leaders and stakeholders in government and industry to ensure operations and activities run smoothly.
62	Ability to document employee performance using employee probationary reports and performance evaluations to accurately record performance.
63	Ability to mentor staff to develop skills, improve staff performance and promote career development.
64	Ability to establish priorities and manage staff and resources to maximize effectiveness of the branch.
65	Ability to perform oversight on projects to ensure end products or services are completed on schedule, within budget and in compliance with applicable laws.
66	Ability to implement changes in the branch in a positive manner to maximize efficiency and effectiveness.
67	Ability to lead by positive example to manage branch employees.
68	Ability to interpret and apply provisions of applicable collective bargaining agreements when supervising represented employees.
69	Ability to mediate resolution of conflicts or disputes to maintain program cohesiveness.
70	Ability to evaluate program performance and achievements to maximize efficiency and effectiveness.
71	Knowledge of financial management and program budget administration.
72	Ability to be objective and flexible in adapting to changes in priorities and work assignments.
73	Knowledge of project management techniques.
74	Ability to work on multiple projects and assignments simultaneously.
75	Ability to prioritize and complete work assignments to meet objectives and deadlines within established timeframes.
76	Ability to work independently with minimal supervision and complete projects in a timely manner.
77	Ability to work under pressure to complete veterinary work.

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78	Ability to manage administrative programs and multiple project activities to ensure that timelines and schedules are appropriately established, modified and adhered to as project work progresses.
79	Ability to plan and organize projects including the establishment of project timelines and requirements for successful project completion.
80	Ability to maintain attention to detail and accuracy when reviewing work, balancing budgets and documenting activities.
81	Ability to organize systems, processes, materials and equipment in a systematic and methodical manner.
84	Ability to apply State and federal laws, regulations and policies to protect animal health and food safety.
85	Knowledge of California Food and Agricultural Code, California Code of Regulations and Code of Federal Regulations.
86	Ability to remain fair and unbiased in the enforcement of State and federal laws, regulations and policies.
87	Ability to advance technical knowledge and skills through participation in training and independent study.
88	Ability to evaluate procedures or practices to ensure compliance with written standard operating procedures.
90	Ability to identify information, materials and resources necessary to complete projects and assignments.
91	Ability to proofread and edit written materials (e.g. memos, letters, reports, procedures) to ensure that they are accurate and clear.
92	Ability to read and comprehend complex or technical information to interpret and explain it to others.
93	Ability to communicate information clearly and concisely to audiences with varying levels of understanding.
95	Ability to write reports, policies and procedures using proper spelling, grammar, punctuation and sentence structure to ensure written materials are clear, concise and error-free.
96	Ability to effectively communicate with others verbally.
97	Ability to develop and maintain cooperative relationships to promote an environment that is conducive to achieving department goals and carrying out work tasks.
98	Ability to orally present information at the appropriate level of complexity for audiences of varying levels of understanding.
99	Ability to provide clear and accurate verbal instructions and directions to individuals with various levels of technical expertise.

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100	Ability to interpret and explain laws, regulations, policies and procedures to non-technical individuals (e.g. departmental employees, the public, industries, vendors, other State agencies) to clearly communicate information.
101	Ability to use tact, discretion and diplomacy when responding to inquiries and/or concerns, especially related to difficult or sensitive situations, to convey information in a professional manner.
102	Ability to function as a departmental liaison for a program or project to provide information, answer questions and address issues/problems.
103	Ability to facilitate meetings with various audiences to enhance communication, exchange of ideas and outline project goals.
104	Ability to work as a team member to complete field activities, assignments and projects in a timely manner.
105	Willingness to travel for extended periods of time by various modes of transportation.
106	Willingness to work outdoors in inclement weather (e.g., extreme heat, extreme cold, rain, fog, snow).
107	Willingness to work in potentially dangerous and/or adverse conditions (e.g., poor footing, poor air quality, inadequate facilities) and/or in close contact with livestock.
108	Ability to recognize and manage stress (e.g., hypothermia, hyperthermia, sleep deprivation, emotional and/or psychological stress).
109	Willingness to manage confrontational interpersonal interactions.
110	Knowledge of livestock handling techniques.
111	Ability to appropriately handle livestock, often in challenging conditions.
112	Willingness to work irregular hours and deploy on an on-call basis.
113	Ability to perform physically strenuous activities and procedures to accomplish work requirements.
114	Willingness to euthanize animals (e.g., during an investigation, disease outbreak, accident scenario).
115	Knowledge of livestock industry production and marketing practices.