

Supervising Veterinarian (General)
Essential Task Ratings Results

Task #	Task Statement
1	Participate in response to statewide animal emergencies (e.g., animal disease incidents, toxic events, natural disasters) to protect animal health, public health and food safety.
2	Investigate livestock or poultry disease outbreaks and animal die offs that may cause significant losses of livestock or poultry, public health threats or trade restrictions.
3	Evaluate methods to prevent, control or eradicate infectious diseases or toxic events.
4	Plan methods to prevent, control or eradicate infectious diseases or toxic events.
5	Implement methods to prevent, control or eradicate infectious diseases or toxic events.
6	Obtain and submit appropriate animal or environmental samples to diagnose disease or toxic events.
7	Perform field tests on appropriate animal or environmental samples to diagnose disease or toxic events.
8	Interpret laboratory and diagnostic results to determine the appropriate response.
10	Coordinate/interact with other agencies and institutions to prevent, control or eradicate infectious diseases or toxic events.
11	Coordinate/interact with private practitioners and producers to prevent, control or eradicate infectious diseases or toxic events.
12	Record data to document inspections and investigations using various software programs or regulatory forms.
13	Conduct surveillance activities and analyze data to prevent, control or eradicate infectious diseases or toxic events.
14	Inspect animals, equipment and facilities for compliance with State and federal laws and regulations as they relate to disease prevention.
15	Record inspection observations, condition of premises, processing activities, operational procedures, and any corrective actions taken to ensure compliance with programmatic policies and procedures.
16	Review premises records for completion and accuracy to ensure compliance with programmatic policies and procedures.
17	Determine the appropriate disposition and handling of dead, diseased or exposed livestock and poultry and animal products to prevent the spread of disease or toxic events.

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18	Observe livestock and poultry at concentration points to assess for signs of disease and compliance with animal identification and movement requirements to prevent spread of disease and ensure animal disease traceability.
19	Perform physically demanding regulatory activities (herd tests, emergency response, Foreign Animal Disease Investigations [FADs]) at irregular hours under stressful/inclement and potentially dangerous conditions.
20	Develop and recommend practices and procedures for responding to emergency animal disease and toxic events.
21	Euthanize livestock and poultry to diagnose, control and eradicate disease or as required in an animal care event.
22	Perform medical, surgical and diagnostic procedures utilizing surgical skills and knowledge, medical instruments and other equipment to diagnose, treat or prevent disease in livestock and poultry.
23	Monitor and evaluate regulatory treatments or procedures provided by private practitioners to livestock and poultry to ensure compliance with approved regulatory protocols.
24	Apply restraint measures (e.g., chemical, physical) to animals to ensure safe handling and employee safety.
25	Implement biosecurity measures to prevent introduction or to control and eradicate disease.
26	Participate in veterinary continuing education to maintain currency in the field and required licensure.
27	Analyze and interpret the results of statistical methods to answer questions relevant to program evaluation projects and research studies.
28	Perform data quality validation checks to ensure integrity and accuracy of the data.
30	Review current research, develop conclusions and recommend sciencebased program and policy-related changes.
32	Conduct process and outcome evaluations of departmental programs and operations to guide future program development.
33	Provide information from research studies, statistical reports and other sources to internal and external requestors.
34	Respond to ad-hoc data requests from internal and external requestors.
35	Supervise staff in a complex veterinary program for livestock and poultry population health, which may on occasion include wildlife.
36	Oversee staff in the performance of regulatory work and compliance activities.
37	Prepare and monitor program budget to ensure viability of department mission and goals.

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38	Evaluate the effectiveness of programs and recommend improvements to ensure department mission and goals are met.
39	Provide technical/professional guidance to staff to ensure department mission and goals are met.
40	Plan and organize a statewide animal health and food safety program to ensure department mission and goals are met.
41	Lead a statewide animal health and food safety program to ensure department mission and goals are met.
42	Oversee contractor activities related to health of livestock, poultry and wildlife.
43	Delegate and assign work to staff based on functional areas, workload levels and individual expertise and skill to accomplish objectives.
44	Establish work priorities, scope of assignments and deadlines to ensure objectives are effectively met in a timely manner.
45	Oversee office operations and review activities to ensure efficiency and compliance with departmental standards.
46	Prioritize and address problems or issues related to work projects and assignments.
47	Prioritize and address problems or issues related to employee performance.
48	Monitor the work of staff to ensure that it meets quality, quantity and timeliness standards.
49	Coordinate interviews and adhere to hiring practices that ensure compliance with Equal Employment Opportunity (EEO) regulations.
50	Participate on interview panels and make recommendations for selection of candidates to appointing authority.
51	Hire new employees to fill vacancies and ensure appropriate staffing.
52	Monitor regulatory activities of contract veterinarians and conduct field visits, supplemental training and outreach and education to establish and maintain cooperative working relationships.
53	Administer provisions of collective bargaining agreements to ensure compliance in the supervision of represented employees.
54	Resolve disagreements and conflict between staff members to maintain a harmonious, productive work environment.
55	Provide guidance, direction and feedback to staff to assist with efficiency, improve functions and develop leadership skills of staff.
56	Prepare employee performance evaluations to document the work performance of staff and provide individual feedback.
57	Prepare other employee administrative reports (e.g., progressive discipline, medical leave, worker compensation, accident reports).
58	Identify and resolve employee performance problems by planning and implementing measures to improve employee performance.

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59	Develop duty statements to outline expectations, procedures and responsibilities for staff using class specifications and management input.
60	Conduct training analysis to determine the level and type of training needed by staff.
61	Provide training to staff to maximize work performance.
62	Provide updates to headquarters and field office staff on changes to laws, regulations and policies.
63	Consult with Human Resources and Legal offices to determine appropriate disciplinary action for employees in the branch to achieve satisfactory employee performance.
64	Develop short and long-range work objectives for activities and operations to meet departmental strategies.
65	Plan and implement changes to improve the quality of business service functions (e.g., Brucellosis vaccine ordering protocols, animal identification tag distribution) using technological enhancements and customer and managerial feedback.
66	Write letters, memos and other correspondence using word processing and other software for the purpose of communicating and disseminating information.
67	Document and appropriately file investigations, case histories and medical records to report health status and medical conditions of livestock and poultry.
68	Prepare project and/or executive summaries, and other complex documents using word processing and other software (e.g., Word, PowerPoint, Excel).
69	Prepare and submit written analyses of processes, procedures and methodologies with recommendations and analyses of proposed changes and budget requirements.
71	Develop and/or edit policy manuals, bill analyses, legislative proposals, departmental manuals or other written materials related to relevant tasks or assignments.
72	Read and interpret policy manuals, bill analyses, legislative proposals, departmental manuals or other written materials related to relevant tasks or assignments.
73	Review research articles and other documents to identify information useful to current or future programs/activities.
74	Write documents (e.g., white papers, issue briefs, journal articles, technical briefs, fact sheets) for a range of audiences such as managers, stakeholders, etc. to address current and future animal health issues and programs.

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76	Participate as a subject matter expert on intra- departmental and multiagency task forces to collaborate on program or policy development.
77	Conduct education and outreach with a broad range of stakeholders (e.g., veterinarians, students, industry partners, 4-H, FFA) and other interested parties to raise awareness of relevant animal health issues.
78	Develop and conduct presentations about program activities and animal health issues to inform, educate and advise management, departmental staff, legislative bodies, governmental entities, commissions, agencies and advocacy groups.
79	Discuss inspection results with stakeholders and recommend any necessary corrective actions.
80	Participate in training and conferences to develop and maintain knowledge of techniques, skills, theories and principles, statistical analyses, research design and methodologies, and computer software.
81	Provide training (e.g., accreditation modules, program disease testing, emergency response) to industry partners to develop awareness of animal health issues and maintain knowledge, techniques, skills and certification.
82	Represent the Department in contacts with other government agencies and/or with professional and business organizations.
83	Work cooperatively with premises personnel, Branch investigators, inspectors and various other regulatory entities.
84	Represent the department/agency by appearing before other governmental, legislative, public and private entities to communicate program activities, progress and priorities.
85	Testify (e.g., public hearings, court cases) as a subject matter expert on veterinary issues as a representative of the department/agency.
86	Respond to inquiries (e.g., public, legislative offices, government agencies, special interest groups) about departmental/agency activities to address concerns and issues.
87	Advise upper management on the status and relevance of projects to agency/departmental objectives.