

**City and County of San Francisco**  
Carol Isen  
Human Resources Director



**Department of Human Resources**  
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**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: September 13, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 12 FY 2023/2024  
(copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective September 13, 2023.

Carol Isen  
Human Resources Director

by:   
\_\_\_\_\_  
Steve Ponder  
Classification and Compensation Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Erik Rapoport, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 12  
**Fiscal Year:** 2023/2024  
**Posted Date:** 09/05/2023  
**Reposted Date:** N/A

**ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):**  
*(Job specification(s) attached)*

Item #	Job Code	Title
1	2293	Senior Shelter Veterinarian

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Shelter Veterinarian  
Job Code: 2293**

**DEFINITION**

Under general direction, the Senior Shelter Veterinarian examines, diagnoses, and performs emergency treatment for impounded animals; directs a program for the care and treatment of animals in the custody of the Department of Animal Care and Control.

**DISTINGUISHING FEATURES**

The 2292 Shelter Veterinarian is distinguished from the higher level 2293 Senior Shelter Veterinarian in that the latter may supervise the activities of Shelter Veterinarians and performs more difficult medical work.

**SUPERVISION EXERCISED**

May supervise the 2292 Shelter Veterinarian and other professional personnel within the division.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Directs, coordinates and performs the screening, diagnosis, and basic and emergency medical treatment of all impounded animals; develops a comprehensive program of health care services for the animal shelter, and establishes medical standards and procedures for the maintenance of healthy, safe and sanitary facilities.
2. Provides and participates in training for subordinate staff and other staff regarding ongoing cleaning and disinfecting of all equipment and areas of the animal shelter where animals are housed; assures that special medical dietary requirements are met and that proper, humane care is provided for all shelter animals.
3. Provides ongoing training for staff throughout the department to rapidly identify animals requiring isolation or veterinary care.
4. Develops a comprehensive disease prevention program for the animal shelter; supervises the visual monitoring on a daily basis of impounded animals, including those that may be isolated or quarantined, for signs of illness or unusual behavior; assures that problems are promptly reported; determines and directs appropriate action as required; serves as a consultant to Shelter Veterinarians on difficult and complex cases.
5. Provides the training of appropriate staff in administering first aid and vaccinations to animals, tranquilization, the performance of euthanasia by injection and other paramedical duties; performs euthanasia as required.

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6. Advises staff and the public on matters within the veterinary medical field; participates in the inspection of animals used in fairs, parades and other events.
7. Provides professional assistance in the investigations of mistreatment or neglect of animals and occasionally testifies in court as the medical expert in the investigation of animal cruelty and neglect cases.
8. Assists with emergency and disaster response services.
9. Directs the ordering, maintenance and control of drugs, medical equipment, food and supplies used in the veterinary division; estimates veterinary requirements for the budget, and monitors expenditures.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: veterinary medicine and the diseases, treatment, prevention, control and care of animals, particularly dogs and cats; city, state and federal animal health laws and regulations governing the impounding, releasing and euthanasia of animals; humane methods of caring for and physically restraining domestic and wild animals; modern principles of supervision.

Ability or Skill to: plan, assign, supervise and train subordinates in the paraprofessional treatment and humane care of animals; develop and direct a comprehensive program of disease prevention and control in an animal shelter; establish medical standards and procedures to assure the maintenance of healthy, safe and sanitary facilities; establish and maintain harmonious and effective relationships with co-workers, volunteers and the public; advise the public and department employees on veterinary medical matters; estimate veterinary requirements for budgetary purposes and monitor and control expenditures of the division; communicate effectively orally and in writing.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of a doctor's degree in veterinary medicine from a college or university recognized by the California Board of Examiners in Veterinary Medicine; AND

Experience:

Three (3) years of verifiable veterinary experience working in an animal shelter, kennel, or Veterinary Hospital Facility. This includes experience in soft tissue surgery with dogs and cats; examples include laceration repair, mass removal, enucleation, and particularly spay/neuter surgery; AND

License and Certification:

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Shelter Veterinarian  
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1. Requires a valid license issued by the California Board of Examiners in Veterinary Medicine to practice as a Doctor of Veterinary Medicine; AND
2. Possession of a DEA license within six (6) months of appointment. Must maintain a valid DEA license while employed.

Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 09/13/23

**AMENDED DATE:**

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN