

PART I	DEPARTMENT OF PERSONNEL SERVICES	17.735
	STATE OF HAWAII	17.736
.....		17.737

Class Specifications
for the Classes:

VETERINARY PROGRAM MANAGER I (DVM)
VETERINARY PROGRAM MANAGER II (DVM)
VETERINARY PROGRAM ADMINISTRATOR (DVM)

<u>VETERINARY PROGRAM MANAGER I (DVM)</u>	17.735
(VETERINARY PRGM MGR I (DVM))	

Duties Summary:

Plans, organizes, directs, evaluates and participates in the conduct of a statewide veterinary medical program; serves as an expert consultant in a recognized specialty; cooperates with other governmental jurisdictions, national and international, and with other government agencies on the detection, control and/or eradication of animal diseases; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is at the branch level and represents managerial and professional leadership in a statewide veterinary medicine program.

Nature of Assignments:

Assignments at this level are of a medical, supervisory and managerial nature involving extensive inter-agency contacts in the development, interpretation, adjustment and adaptation of cooperative projects; the definition and communication of roles, relationships and operating guides; the initiation and extension of veterinary medical and consultative services to other government jurisdictions and private interests; and the continuing upgrading of veterinary medical competence and program effectiveness.

At this level, veterinarians typically plan, coordinate and integrate the composite efforts of government and private interests; the timely expansion of the professional specialty consistent with changing conditions; the concurrent growth and utilization of resources; and the cultivation of extensive personal contacts and public relations. They provide direction and leadership to statewide negotiations or act on appeals involving major corrective action or considerable economic consequences. They explore possible alternatives and determine the course of action with the highest potential.

Consultative services are significant at this level involving assumption of an expert role in the area of specialty and interdisciplinary relations of a high professional order; the provision of

substantive veterinary scientific and medical contributions to animal and/or human health; the formulation of guidelines to resolve complex situations with appropriate application and follow-up; and extensive involvement in scientific and medical research in disease prevention and control. At this level, incumbents have a distinct role of leadership in an inter-disciplinary team effort when the subject-matter emphasis is on animal diseases. This level of expertise in veterinary pathology is regarded as authoritative by veterinarians and other users of this service.

Level of Responsibility:

This level is characterized by the complexity of its inter-disciplinary relations and cooperative integrated approach toward resolving disease problems in the field of veterinary medicine. Incumbents at this level are responsible for the professional and administrative aspects of a statewide veterinary medical program with national and international implications.

They are responsible for (1) the structuring, adjustment and communication of sound organizational roles and relationships; (2) the development, appraisal, interpretation and adaptation of program standards, methods and operational guides; (3) the staffing, growth and motivation of the organization; (4) the evaluation, upgrading and reconciliation of results in light of experience, continuous research, new developments and changing circumstances; and (5) the effective and timely achievement of objectives. They provide for common direction of purposes, operating essentials and substance, synthesis of effort and systematic adjustment.

Supervision received from the division chief is general and consultative in nature on matters of protocol, major disease problems of national and/or international concern, and other factors of critical medical, scientific or technical impact.

Knowledges and Abilities Required:

Knowledge of: Veterinary clinical medicine, veterinary science and its supporting sciences; animal diseases and related pathology of livestock and poultry; principles and practices of supervision.

Ability to: Manage a statewide veterinary medical program; maintain cooperative relationships and deal authoritatively with statewide management and professional contacts characteristic of this level; integrate and coordinate the work of subordinates and the program with the work of other disciplines.

VETERINARY PROGRAM MANAGER II (DVM)
(VETERINARY PRGM MGR II (DVM))

17.736

Duties Summary:

Plans, organizes, directs and evaluates a broad statewide veterinary laboratory and field program; conducts medical, scientific and technical research; provides diagnostic, investigative and technical support to related programs; serves as expert consultant in veterinary pathology and provides advisory and consultative services; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is at the branch level and represents managerial and professional leadership in a broad, extensively organized statewide program of veterinary medicine, and is distinguished by its responsibility for supervising the provision of medical and technical support to related state and federal programs; for supervising the provision of a wide range of veterinary laboratory services; and for developing solutions to new disease problems and providing expert consultation to private and public veterinarians.

Nature of Assignments:

At this level, an incumbent serves as a program director and expert consultant. Assignments involve serving as chief of the State's veterinary diagnostic laboratory, the expert consultant in pathology and veterinary medicine, and as the principal researcher in animal disease problems and their solutions. The work involves broadening laboratory diagnostic and investigative capabilities; updating and improving technology and program competence; expanding knowledge of diseases and diagnostic skills; developing and adapting new methods, procedures and techniques for the prevention, detection, control and eradication of diseases; negotiating, designing, adjusting and pursuing investigative research projects; interpreting results and providing guidance in their application; and providing laboratory services and facilities to a wide range of organizations and interests at the state, national and international levels.

In addition to the managerial responsibilities inherent in this class, consultation is also significant, as an incumbent provides expert professional guidance in the solution of medical and technical problems; serves on professional boards and committees and participates in monthly seminars of pathologists of medical hospitals and schools; reviews professional literature, prepares reports on animal diseases for dissemination, and oversees the development and maintenance of the State's professional veterinary library, including the collection of museum specimens.

Level of Responsibility:

The veterinarian at this level is responsible for the accuracy of laboratory diagnosis of animal diseases, for providing sound guidance in the investigation and solution of animal disease problems, and for substantive medical and scientific support of related state, federal, military and private animal health programs. The effective achievement of objectives in other veterinary medical programs is highly dependent on the capabilities and quality of work performed by the laboratory and therefore, on the medical knowledge and competent leadership of this position.

Personal contacts are commonly made with professional veterinarians, pathologists, nationally recognized experts in specific animal diseases, top management of government programs, private organizations, educational institutions, and others. Contacts are advisory in nature and frequently involve a leadership role, particularly on major disease investigations in the field.

Supervision received from the division chief is general and consultative in nature on matters of protocol, major disease problems of national and/or international concern, and other factors of critical medical, scientific or technical impact.

Knowledges and Abilities Required:

In addition to the knowledges and abilities required at lower levels, this level requires extensive knowledge and in-depth understanding of related programs, their objectives, policies, procedures, practices, roles and inter-relationships; expert knowledge of animal diseases and of a wide range of laboratory diagnostic methods and testing procedures; good knowledge of technological and scientific research developments and trends in veterinary pathology and laboratory methods; knowledge of the principles and practices of supervision; ability to integrate and coordinate the work of subordinates and the program with the work of other disciplines; and the ability to provide professional leadership and guidance in planning, organizing and conducting programs.

VETERINARY PROGRAM ADMINISTRATOR (DVM)
(VETERINARY PROGRAM ADMR (DVM))

17.737

Duties Summary:

Administers the State's animal industry programs; initiates, directs and coordinates the cooperative efforts of multiple resources to promote animal health and welfare; recommends and initiates new programs or adjustments; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is at the division level and represents administrative and professional leadership in a broad program of veterinary medicine of significant scope and complexity.

Nature of Assignments:

At this level, the veterinarian serves as the State Veterinarian, the administrator of the State's program in animal industry, the principal consultant and advisor on veterinary medicine and animal health, and the chief collaborator in state-federal cooperative projects.

Assignments typical of this level include the continuing review, evaluation, adjustment, and reconciliation of program resources, organization, objectives, and efforts; the initiation, exploitation and development of program potential; the counseling of multiple participators from private and government sectors in preventive veterinary medicine, veterinary medical and scientific advances, technological developments, cooperative roles and relationships in major problem solving; the overall development and updating of skills, knowledges and competence in veterinary medicine and technology; the development and nurturing of responsive attitudes, broadened perspectives, and prompt, decisive action; the initiation, integration and coordination of specialized efforts for a unified, timely approach toward common overall objectives; the establishment of program and performance standards and appropriate controls; the direction and coordination of short- and long-range program planning and projections; the anticipation of and planning for emergencies, adjustments and action; the overall planning, development and adjustment of career training programs, evaluation of results, assessment of manpower needs and employee potential and capabilities, and scheduling such development on a timely, deliberate and assured basis; the development of alternatives, determining and acting on appropriate courses of action, and the assurance of effective results; the continuing evaluation, expansion and improvement of the professional veterinary environment, program responsibility and medical soundness; and the design, formulation and adaptation of overall organizational and operational growth, relationships, interactions and adjustments.

Consultation at this level is critical and significant as the leadership role of this position is by nature of the program, governing authorities and individual competence held in high esteem by government and private professional veterinarians and professionals in related disciplines. A position in this class serves on a wide range of professional boards and committees, plans and conducts professional conferences for government and private veterinarians, designs and negotiates the land and structural layout of medical and laboratory facilities, confers regularly and periodically with multiple sources on medical and scientific developments, research findings and interpretations; and provides direction and guidance in their development and adaptation.

Level of Responsibility:

At this level, the veterinarian is responsible for the overall effectiveness of program organization, operation and accomplishment; the achievement of specific goals and objectives; the compliance and follow-up on legislative mandates; the reliability and soundness of decisions and actions; the overall competence of professional and non-professional staff; and the effectiveness of program results.

Public contacts are numerous, varied and widespread. Such contacts are of a policy setting nature with broad commitment authority to negotiate cooperative projects, state-federal relations, and other national and international cooperative arrangements.

Supervision received from the department head is general, nominal and consultative in nature and generally limited to approval of staffing, funds and facilities and development of broad departmental policies.

Knowledges and Abilities Required:

In addition to the knowledges and abilities required at lower levels, this level requires extensive knowledge of veterinary and related programs, professional organizations, veterinary educational institutions, veterinary medical and scientific advances, and other elements and segments of the veterinary profession and field of veterinary medicine. It also requires knowledge of the principles and practices of management, and outstanding ability to solve major problems or to advise in their solutions, to relate specific problems to broader agricultural, economic and social conditions, developments and trends, to draw sound conclusions and to make estimates and projections on the basis of research and analysis; and the ability to meet, elicit the cooperation of and deal effectively with associates, committees, responsible officials of other departments and organizations.

This is an amendment to the class specifications for the FMCP classes Veterinary Medical Officer VII, VIII and IX approved on April 25, 1969 due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980, and changes in titles to VETERINARY PROGRAM MANAGER I and II (DVM), and VETERINARY PROGRAM ADMINISTRATOR (DVM) effective November 1, 1982.

DATE APPROVED: 10/27/82


DONALD BOTELHO
Director of Personnel Services

The code numbers for the classes Veterinary Medical Officer VII, VIII and IX were changed from 6.711, 6.713 and 6.714 to 17.735, 17.736 and 17.737 and the classes were incorporated in the Excluded Managerial Compensation Plan effective July 1, 1981 in accordance with Act 254, SLH 1980.