
Supporting Information (Optional):

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: Shannon Aul Date: September 26 2012

The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.

2002/05/27

SOCIAL INSURANCE NO.

PRESENT INCUMBENT
SURNAME

Neil , Shannon

POSITION IDENTIFICATION
INITIALS DEPT. NO

630100

POS'N NO

SA 4X20

BASIC POSITION INFORMATION

Census & Procurement Administrator

DEPT. NAME: Animal Care and Veterinary Services

SECTION NAME: Animal Care

LOCATION: HS Animal Care Facility, West Valley Building, RRI
35 hrs / week

WORK WEEK HRS. _____

SUPERVISOR SURNAME _____

Turner

Pickering

INITIAL

L.

M.M.

PHONE

84049

89181

FOR SALARY ADMINISTRATION USE			
CLASS'N	Administrative Asst		
CLASS'D	07/12	EFFECT	02/12
	Date		Date
ANALYST	slup/dc		

(SG 9)

1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.

MAJOR DUTIES

Census and Procurement Administrator Summary

The Census and Procurement Administrator will contribute strong animal knowledge, exemplary administrative and proven people skills to closely support the Animal Care leadership team as it responds to the dynamic operational needs associated with ACVS-managed animal facilities. As this role requires extensive and ongoing cross training in both administrative and animal care technical work, liaising and support in order to respond to rapidly changing operational needs, the individual must demonstrate a high degree of adaptability, efficient multi-tasking, effective teamwork skills, discretion and organization.

- 1. **35-45 % Procurement** – This individual is responsible to provide procurement services relating to the Animal Care team.
 - 1.1. **Animal Procurement** – This individual is responsible to administer the weekly procurement of all requested animal species from both commercial and non-commercial suppliers on behalf of ACVS leadership, and to act as the liaison between researchers, ACVS leaders and vendors, as follows:
 - 1.1.1. Receive animal orders electronically from PIs and their technicians; confirm receipt with requestors; analyse requisitions for completeness; immediately follow-up with requestors to resolve issues;
 - 1.1.2. Prepare orders to send to commercial suppliers using a customized animal procurement database (Sirius/eSirius);
 - 1.1.3. Enter billing information into Animal Landed Cost excel spread sheets and Sirius/eSirius program;
 - 1.1.4. Reconcile weekly animal confirmations from suppliers;
 - 1.1.5. Maintain wait-list for delayed deliveries; notify researchers of the status of wait-listed orders
 - 1.1.6. Receive invoices from suppliers; update Animal Landed Cost excel spread sheets and Sirius/eSirius program with invoice data;
 - 1.1.7. Liaise between commercial animal vendors and researchers / research staff to resolve any discrepancies;
 - 1.1.8. Prepare delivery schedules for animal care staff and researchers using Sirius/eSirius reports
 - 1.1.9. Create, print and match cage cards relating to incoming orders with delivery schedules

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- 1.1.10. Reconcile all animal orders at the end of each week
- 1.1.11. Produce animal receipt reports and vendor purchase reports
- 1.1.12. Month-end reconciliation duties for animal orders and billing.
 - 1.1.12.1. Run, compare and analyze reports to confirm billable orders are ready for billing within the Sirius/eSirius database.
 - 1.1.12.2. Resolve any discrepancies within the week
 - 1.1.12.3. Prepare new Animal Landed Cost spreadsheets for every upcoming fiscal period

1.2. **Supplies & Equipment Procurement** - This individual is responsible to administer the procurement of supplies and equipment for the Animal Care team using internal systems, the PeopleSoft online purchase orders module and the departmental Visa card as well as reconcile all invoices relating to:

- 1.2.1. Office supplies,
- 1.2.2. Chemical supplies,
- 1.2.3. Caging equipment
- 1.2.4. Other facility equipment
- 1.2.5. Equipment service maintenance charges
- 1.2.6. Animal feed and bedding
- 1.2.7. Personal protective equipment

2. **30-35% Census Administration** – The Census and Procurement Administrator is responsible for duties related primarily to Animal Census Management associated with the Health Sciences Building animal facilities, as follows:

2.1. *Sirius/e-Sirius Census Administration*

- 2.1.1. Process Daily Activities Sheets
- 2.1.2. Prepare Quick Cards.
- 2.1.3. Activate /deactivate cards.
- 2.1.4. Credit/debit Animal Use Protocols as required.
- 2.1.5. Process Protocol, Speed-code, Per Diem & Room transfers.
- 2.1.6. Record Sirius entries in Excel.

2.2. *Census Delivery & Reconciliation*

- 2.2.1. Prepare scanners for census and upload information after inventory is complete.
- 2.2.2. Print and distribute copies of cage cards to exclusion areas.
- 2.2.3. Identify discrepancies and following up with involved parties (Animal Care staff, Research Personnel, Lead Hands, Managers)
- 2.2.4. Record & file resolutions of census discrepancies.
- 2.2.5. Prepare, collect & file monthly manual cage count sheets for Animal Care staff.

2.3. *Animal Transfers*

- 2.3.1. Co-ordinate transfer requests from city-wide facilities with Animal Care staff.
- 2.3.2. Prepare required cage cards for Animal Transfers.

2.4. *Report Creation* – Various Sirius, e-Sirius & MS Office Reports

- 2.4.1. Create Managers Reports on a weekly basis
- 2.4.2. Inactivity Reports for facility access

2.5. *Data Management, Report Production and Analysis, including but not limited to:*

- 2.5.1. Sirius & eSirius Reports, e.g. *Animal Use Protocol Reports*
- 2.5.2. Animal Care Price List
- 2.5.3. Inventory/Supplies Records
- 2.5.4. Other report production, data management and analysis, as required

2.6. *Record & Track Animal Care Charges*

- 2.6.1. Record & track Animal Care charges (Rent-a-tech, Decontamination, Room Usage)

3. **15-20% Animal Care Administrative Support** - Provide administrative support to Animal Care leadership including but not limited to:

3.1. *ACVS Reception* – Assist with main office reception duties, as required, for the ACVS Health Science Animal Care Facility & the West Valley Building described below:

- 3.1.1. Provide a front-line contact for visitors, PIs, research technicians, students, Physical Plant Department, contractors & ACVS staff at main reception area via telephone, voicemail, email & in-person contact:
- 3.1.2. Co-ordinate visitor entry/exit, sign-in/out & visitor day passes.
- 3.1.3. Direct Inquiries to proper ACVS personnel.

4. **10 - 15% Animal Care Technical Support** – Provide animal care and technical assistance, including coverage of other technician roles in all facilities' areas involving any species, at the discretion of ACVS senior leadership as described below:

4.1. *Animal Husbandry & Related Duties*

- 4.1.1. As a 1st priority clean, feed and water assigned animals in a manner that provides for their physical and social needs as instructed by ACVS. Assigned animals may include any species on an approved protocol including rodents, rabbits, guinea pigs, pigs, dogs, sheep and primates.
- 4.1.2. Understand the behaviour of each animal under your care and on a daily basis properly observe these animals.
- 4.1.3. Be familiar with all *Animal Use Protocols* for the animals under your care paying specific attention to early euthanasia criteria, study endpoints as well as environmental enrichment needs.
- 4.1.4. Report any physical or behavioural abnormalities in the approved format as detailed in the relevant Standard Operating Procedures (SOPs).
- 4.1.5. Ensure the proper handling of all assigned animals.
- 4.1.6. Anticipate the need for and prepare all animal room supplies for assigned areas.
- 4.1.7. Understand and adhere to sterile techniques and principles for work within all Barrier (Exclusion) housing unit(s).
- 4.1.8. Assist in the retrieval of incoming shipments of animals, feed and other ACVS related supplies.
- 4.1.9. Assist in the retrieval of incoming shipments of animals, feed and other ACVS related supplies

4.2. *General Technician Duties*

- 4.2.1. Follow written standard operating procedures (SOPs) and verbal instructions exactly as stated with attention to detail and ensure the job is well done.
- 4.2.2. Participate in the overall operation of the ACVS department with emphasis on optimal animal care and teamwork with fellow ACVS staff members.
- 4.2.3. Provide training for new employees and complete follow-up training records for areas assigned to you by your supervisor(s).
- 4.2.4. Receive training to ensure skills meet operational needs.

5. **10 – 15% Vacation & Sick Day Coverage for West Valley Census Administrator** – Includes reception desk, daily census administration, and use of the Chubb security system for building monitoring and access.

6. **OTHER DUTIES (less than 10%)**

- 1 Actively contribute to and comply with the results of institutional assessments focused on ensuring alignment of physical activities with sound practices,
 - 1.1. e.g. OH&S, ergonomic, Musculo-Skeletal Disorder Program, routine stretching/micro-breaks, task rotation to decrease repetition. (See Sect.5 – Physical Demands)
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- 2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT **DIRECTLY AND FORMALLY** TO YOU.

Staff-employed Classification/Rank (eg. Clerk I)	Responsible for (eg. Filing records...) RF/RP Pos'n No.	From (month)	To (month)
None			

- 3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

Training and guidance for new employees: **No**

Work distribution and/or verification of results: **No**

Performance review and salary recommendations: **No**

Hiring and firing; please describe the degree of your involvement: **No**

4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Composition	Method of Composition	Brief Description of Content
Correspondence	X Complete Composition	
	X Partial composition with general direction (verbal or written)	
	X Prescribed format	Email, Supply orders, Sample Testing
Reports	X Complete composition	Breeding Census
	X Partial composition	Sick Animal Reports, Health Surveillance Reports
	X Prescribed format	
Other:	X Complete composition	
	X Partial composition	Excel Worksheets
	X Prescribed format	

- 5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE **REQUIRED** TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

- **Required Education:** Secondary school certificate and UWO-based and/or other animal technician training involving large and small animal models;
- **Preferred Education:**
 - CALAS certification
 - Training in animal procurement and census database (Sirius/eSirius)
- **Required Experience:**
 - Minimum 1 year office administration experience in an academic research environment.
 - Minimum 2 year's experience working with animals, including animal health monitoring.
- **Preferred Experience:**
 - Minimum 2 year's experience working with large and small lab animals in an academic setting, including animal health monitoring.
 - Experience with administering animal procurement, census administration, service charges and report production in Sirius/e-Sirius database system or similar facility management software
- **Required Skills:**
 - Computer application skills
 - MS Office Suite 2007 applications – Word, Excel, Outlook,
 - Internet Explorer
 - Ability to consistently follow ACVS's *Code of Conduct*, including but not limited to:
 - Excellent interpersonal skills - strong customer service orientation
 - Proven team participant
 - Proven effective communicator

- Proven discretion & diplomacy
 - Flexibility in schedule as shifts may be scheduled after hours (before 7 am, after 4:30 pm) and on weekends.
 - Exemplary attendance & punctuality
 - Flexibility & adaptability are critical
 - Reliability & maturity are essential
 - Ability to maintain a high degree of confidentiality on all information related to the work performed within the department
 - Successful completion of Background Security Check
 - Fast & accurate data entry skills
 - Proven organizational and multi-tasking skills
 - Proven problem solving skills
 - Proven drive for excellence in the workplace
 - Medical clearance in order to work in all areas of ACVS and with all approved Animal Use Protocols without exception
 - Due to the nature of the work, the successful candidate will be required to actively participate in and successfully complete a medical screening process. Once accepted into the position, the employee will need to participate in an ongoing medical surveillance program.
- **Physical Demands:** This relates only to Animal Care Technical Support role - Individuals are expected to utilize ergonomically sound processes - e.g. rotating tasks to decrease repetition, routine stretching and/or micro breaks - in accordance with Western's Rehabilitation Services assessments and OH&S guidelines, as they perform the following physical activities:
 - Lifting: floor to waist - up to 50 lbs
 - Lifting: waist to shoulder - up to 50 lbs
 - Lifting: above shoulder - up to 8 lbs
 - Pushing and Pulling on an occasional basis
 - Carrying on an occasional basis
 - Bending on a frequent basis
 - Gripping on a frequent basis
 - Standing and walking on a frequent basis
 - Squatting on an occasional basis
 - Repetitive shoulder/arm/wrist motion with regards to cage changing and cage checking

6) PLEASE DESCRIBE THE **NATURE AND FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

- Minimal supervision in animal rooms and at reception desk.
- Daily contact with supervisor and fellow animal care workers.
- Daily to weekly contact with manager as work situations and animal housing requirements change.
- Weekly staff meetings with managers and lead hands.
- Monthly departmental meeting.
- Participation with supervisor on room allocations of animals on a continuing basis.

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- Liaise between research staff and animal supplier to deal with any animal issues, ie sick or dead animals upon arrival, orders filled incorrectly,
- Reconcile discrepancies between the Sirius program and manual weekly inventories
- Correct Sirius reconciliation issues on a daily basis
- Assist animal users with the location of animals within the facility.
- Recognize report and remedy over crowded cages including rodent litters that require weaning or fighting

animals.

- Recognize and report when basic facility maintenance work is required.
 - Minor to medium equipment problems.
 - Recognize the need for room supplies in advance of need, and order from the appropriate source person.
 - Communicate with labs regarding health status of mice, genotypes, recommending breeding strategies.
 - Direct inquiries to the proper source.
 - Investigate Sirius Census reconciliation issues with appropriate sources.
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8. WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

- Facility and animal husbandry issues including animal census and housing to Lead Hand or Facility Manager.
 - Recognize, record and report sick or injured animals to appropriate personnel as required.
 - Communicate with Facility Managers, PIs, Labs & Veterinarians regarding health status of mice, genotypes & recommending breeding strategies when dealing with difficult to breed colonies. Concerns regarding Animal Use Protocols to AUS Administrative Officers or Post Approval Monitoring Veterinarian
 - Concerns regarding financials to ACVS Financials Administrative Assistant.
 - Breaches of Protocols or SOPs to Facility Managers or Lead Hands
 - Building and equipment damage to Facility Managers or Lead Hands
 - Major equipment failure to Facility Managers or Lead Hands
 - Report supplies and equipment required to the appropriate person.
 - Sirius/eSirius program concerns to Lead Hands, Facility Manager or Operations Manager.
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9. WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. Daily planning of assigned work, monthly.....)

- Daily, weekly, monthly Sirius related duties
 - Daily, weekly, monthly supplies and equipment ordering
 - Weekly animal ordering and reconciliation
 - Daily, weekly and monthly administrative support duties incorporating deadlines, etc.
 - Daily, weekly and monthly common area duties.
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- 10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept	FREQUENCY (daily wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
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Contact Title	Location	Frequency	Purpose
Investigators, Research Technicians, Students	Inside & Outside	Daily - Weekly	Information dissemination, receipt & clarification.
West Valley Census Administrator/Health Science Census Administrator	Inside	Daily - Weekly	Information dissemination, receipt & clarification. Information updates. Sirius census problem solving
Animal Care Staff	Inside	Daily	Information dissemination, receipt & clarification. Information updates. Sirius census problem solving
ACVS Veterinarians & RVTs	Inside	Daily	Information dissemination, receipt & clarification.
ACVS Director	Inside	Daily	Information dissemination, receipt & clarification.
ACVS Financial Administrative Assistant	Inside	Daily	Information dissemination, receipt & clarification.
AUS Administrative Staff	Inside	Weekly - Monthly	Information dissemination, receipt & clarification.
Commercial Suppliers	Outside	Weekly-Monthly	Arrange for the testing & shipment of samples.
Physical Plant Department	Outside	Daily-Weekly	Refer to Managers/ Lead Hands. Information dissemination, receipt & clarification.
Purchasing Agents	Outside	Daily-Weekly	Supplies Purchasing

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Shannon Ail
Member

SPeio
Signature

June 29-12.
Date

LYNNE TURNER
Immediate Supervisor

L Turner
Signature

July 3-12
Date

**D. POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
COMPENSATION DEPARTMENT**

A. PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

B. USE

This Questionnaire should be used to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact the Salary Administration Section at extension 2193.

C. INSTRUCTIONS

1. The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration Section, Compensation Department.
2. The following table may be helpful in determining annual time percentages:

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
3. If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

D. NOTES

1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

Please complete below and forward with the Questionnaire.

Reason(s) for requested review

Routing approvals: I agree that this review is required

- Classify new position
- Change in responsibilities
- Check current classification
- Update your records

Immediate Supervisor: Lynne Turner
Department Head: Dr. Tyrrel deLangley

Dean's Office _____

Date: Feb 01 2012