

UNIVERSITY OF WISCONSIN-MADISON
ANIMAL RESEARCH TECH. and ANIMAL RESEARCH TECH.
OBJECTIVE/INTERMEDIATE
JOB ANNOUNCEMENT CODE:

Thank you for your interest in Animal Research Technician positions at University of Wisconsin-Madison. The employment register established as a result of this recruitment will be used to staff future vacancies that may occur during the next six months or longer.

The next step in the selection process is to complete the enclosed Objective Inventory Questionnaire (OIQ). An OIQ is a Civil Service Examination with the purpose of providing you and all other candidates with the same opportunity to describe your education/training and experience which is most relevant to the requirements of this position. Those who are most qualified will be invited to a personal interview.

Instructions for Completion of the Objective Inventory Questionnaire (OIQ)

The OIQ is designed to identify the level of education/training and experience of applicants. For each Task or Activity Statement indicate the most appropriate level of your Education/Training **and** Experience.

Please be prepared to demonstrate and verify your experience level in any of the task or activity statements described in this questionnaire. You also must provide names of references who can verify the training/education and experience you claim. **Please submit your current resume along with your OIQ responses.** Do not substitute your resume in lieu of responding to the items in this questionnaire. Your eligibility to participate in the next step of the selection process will be based on your responses to the OIQ questions.

To be considered for this vacancy, you must return the following application materials:

1. Objective Inventory Questionnaire (OIQ) enclosed - Read and complete. Include two professional references who can verify the training and experience you claim. Also, if you answer "Yes" to any of questions 163-169, you must provide appropriate documentation.
2. Current Resume - Provide a detailed resume highlighting your qualifications that relate to this position. Do not submit your resume in lieu of responding to questions on the OIQ.
3. Application for State Employment (Form # OSER-DMRS-038)- This form is available on the Office of Employment Relations web page at: http://oser.state.wi.us/docs_list.asp?doccatid=46
4. Affidavit enclosed - Complete and submit.

Submit the completed application materials to the following address:

UW-Madison Classified Human Resources
21 N. Park St., Suite 5101
Madison, WI 53715-1218
FAX: (608) 265-3335
PHONE: (608) 262-3233

SPECIAL NOTICE: If you need a Veterans Preference Supplement to Application form (Form # OSER-DMRS-038L) or a Disabled Expanded Certification form (Form # OSER-DMRS-159), you may find them at the following web site: http://oser.state.wi.us/docs_list.asp?doccatid=46 or you may contact Classified Human Resources at (608) 262-3233. The Disabled Expanded Certification Application should be mailed to the address provided in the application. The Veterans Preference Supplement Form should be sent along with the rest of your application materials.

OBJECTIVE INVENTORY QUESTIONNAIRE
ANIMAL RESEARCH TECH., ANIMAL RESEARCH TECH. – OBJ./INTERMED.

For items 1 through 162, use the response criteria below to rate your education/training and experience for each statement that describes a task or activity. Please choose the Education or Training (A, B, C or D) **and** Experience level (A, B, C, D or E) that is MOST representative of your training and experience with the task or activity listed. **Enter one response for each numbered blank.**

RESPONSE CRITERIA

EDUCATION OR TRAINING

- A. I have not been trained to perform this task or activity.
- B. I have informal training (self-taught, FFA or 4-H classes, etc.) in this area.
- C. I have employer provided training on performing this task or activity (i.e. employer in-service, training through Research Animal Resource Center, American Association of Laboratory Animal Science - AALAS).
- D. I have formal academic classroom preparation on performing this task or activity (i.e. general or technical college, university)

EXPERIENCE

- A. I have not performed this task or activity.
- B. I have experience as a volunteer performing this task or activity
- C. I have performed this task or activity as part of a supervised practicum/internship or for at least three (3) months or 500 hours.
- D. I have performed this task or activity for at least six (6) months or 1000 hours.
- E. I have performed this task or activity for at least twelve (12) months or 2000 hours.

SECTION 1 ANIMAL HUSBANDRY

Using the response criteria, please identify the level of education or training **and** experience you have with the following animal care activities.

<u>Education or Training</u>	<u>Experience</u>
1. _____ Monitored and adjusted animal room temperatures and humidity.	2. _____
3. _____ Fed, watered and handled animals	4. _____
5. _____ Restrained animals for purposes such as grooming or medicating.	6. _____
7. _____ Performed microbial testing of animal areas and equipment.	8. _____
9. _____ Collected blood, urine and/or fecal samples.	10. _____
11. _____ Provided care for animals recovering from surgery.	12. _____
13. _____ Mixed and prepared special diets according to instructions.	14. _____
15. _____ Assisted with social housing and enrichment of animals.	16. _____
17. _____ Calculated drug doses or dilutions.	18. _____

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|-----------|---|-----------|
| 19. _____ | Observed animals for signs of injury or illness and reported problems to the appropriate staff. | 20. _____ |
| 21. _____ | Maintained computerized records. | 22. _____ |
| 23. _____ | Observed animal behavior deviations from the normal. | 24. _____ |
| 25. _____ | Performed hands on treatments to animals (injections, oral dosing, applying bandages, topical drug application, etc.) | 26. _____ |

SECTION 2 REGULATIONS AND COMPLIANCE

Using the response criteria, please identify the level of education/training and experience you have with the following activities.

- | <u>Education or Training</u> | | <u>Experience</u> |
|------------------------------|---|-------------------|
| 27. _____ | Followed written and verbal rules and instructions regarding use of personal protective equipment. | 28. _____ |
| 29. _____ | Followed written and verbal rules and instructions regarding safety procedures. | 30. _____ |
| 31. _____ | Monitored compliance with Animal Welfare Act (e.g. cage washing schedule, cage size, environment). | 32. _____ |
| 33. _____ | Identified occupational health and safety problems and reported to appropriate staff. | 34. _____ |
| 35. _____ | Maintained daily animal activity log records such as washing schedule, cage change or feed intake. | 36. _____ |
| 37. _____ | Ordered supplies and equipment to maintain inventory. | 38. _____ |
| 39. _____ | Maintained daily activity, operations, or other logs or records in a work environment. | 40. _____ |
| 41. _____ | Followed Standard Operating Procedures in a research or instructional facility or other work environment. | 42. _____ |
| 43. _____ | Handled and disposed biohazardous waste, sharps, or spills. | 44. _____ |

SECTION 3 EQUIPMENT SANITIZING AND MAINTENANCE

Using the response criteria, please identify the level of education/training and experience you have with the following activities.

- | <u>Education or Training</u> | | <u>Experience</u> |
|------------------------------|---|-------------------|
| 45. _____ | Cleaned and sanitized animal rooms, pens, cages and/or accessory equipment. | 46. _____ |
| 47. _____ | Cleaned and sanitized other industrial rooms, worksites and/or equipment. | 48. _____ |

- | | | |
|-----------|---|-----------|
| 49. _____ | Operated sanitization equipment. (autoclave). | 50. _____ |
| 51. _____ | Maintained sanitization equipment (autoclave). | 52. _____ |
| 53. _____ | Operated industrial washing equipment (automatic cage washer and power-washer). | 54. _____ |
| 55. _____ | Performed routine maintenance on cage washing equipment. | 56. _____ |
| 57. _____ | Performed routine maintenance on industrial washing equipment. | 58. _____ |
| 59. _____ | Operated industrial floor care equipment (floor scrubber/waxer). | 60. _____ |
| 61. _____ | Maintained industrial floor care equipment (floor scrubber/waxer). | 62. _____ |
| 63. _____ | Maintained industrial air filtering systems. | 64. _____ |

SECTION 4 NON-HUMAN PRIMATES (i.e., macaque species (rhesus, cynomologous), marmosets, squirrel monkeys, vervets)

Using the response criteria, please identify the level of education/training and experience you have with the following activities.

- | <u>Education or Training</u> | <u>Experience</u> | |
|------------------------------|---|-----------|
| 65. _____ | Worked with non-human primates in a research facility, clinic, hospital or zoo. | 66. _____ |
| 67. _____ | Provided general husbandry duties with a colony of non-human primates. | 68. _____ |
| 69. _____ | Restrained non-human primates following Standard Operating Procedures (manual or chemical). | 70. _____ |
| 71. _____ | Observed and recognized normal non-human primate behavior. | 72. _____ |
| 73. _____ | Followed precautions necessary to prevent transferring diseases between human and non-human primates and between individual animals and their conspecifics. | 74. _____ |
| 75. _____ | Provided clinical and/or post-operative observations of non-human primates. | 76. _____ |
| 77. _____ | Provided clinical and/or post-operative treatments of non-human primates (i.e. oral, subcutaneous, intra-muscular). | 78. _____ |
| 79. _____ | Collected blood, urine or fecal samples from non-human primates. | 80. _____ |
| 81. _____ | Collected behavioral or reproductive data from non-human primates. | 82. _____ |
| 83. _____ | Assisted with TB testing on non-human primates. | 84. _____ |

SECTION 5 LARGE ANIMAL (i.e., cattle, sheep, pigs, horses, goats)

Using the response criteria, please identify the level of education/training and experience you have with the following activities.

<u>Education or Training</u>	<u>Experience</u>
85. _____ Bedded animals with proper bedding materials.	86. _____
87. _____ Maintained computerized production records (such as milk production, rate of gain, litter size).	88. _____
89. _____ Weighed and mixed feed ingredients according to specific instructions.	90. _____
91. _____ Followed detailed instructions to feed a specific ration.	92. _____
93. _____ Operated Total Mixed Ration (TMR) ration mixer.	94. _____
95. _____ Operated feed cart.	96. _____
97. _____ Operated bedding Chopper.	98. _____
99. _____ Operated silos.	100. _____
101. _____ Operated silo unloader.	102. _____
103. _____ Operated skid steer loader.	104. _____
105. _____ Operated cattle chute/headlock.	106. _____
107. _____ Operated tractors and power take off (PTO) driven equipment.	108. _____

SECTION 6 DAIRY ANIMALS

Using the response criteria, please identify the level of education/training and experience you have with the following activities.

<u>Education or Training</u>	<u>Experience</u>
109. _____ Followed proper recommendations for animal prep prior to and after milking.	110. _____
111. _____ Identified cows or sheep with clinical mastitis.	112. _____
113. _____ Attached and adjusted milking units.	114. _____
115. _____ Directed smooth and calm movement of cows or sheep to and from milking parlor.	116. _____
117. _____ Weighed dairy animals.	118. _____
119. _____ Restrained dairy animals for routine handling.	120. _____
121. _____ Directed dairy animals to and from stalls in a conventional (tiestall) barn.	122. _____
123. _____ Treated dairy with mastitis, cuts or abrasions.	124. _____

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|------------|---|------------|
| 125. _____ | Observed dairy animal behavior for deviations from the norm. | 126. _____ |
| 127. _____ | Assisted dairy animals during calving or lambing. | 128. _____ |
| 129. _____ | Fed newborn dairy animals from birth to weaning. | 130. _____ |
| 131. _____ | Administered medication to dairy animal via syringe and needle. | 132. _____ |
| 133. _____ | Applied halter to dairy animal. | 134. _____ |
| 135. _____ | Milked cows or sheep in milking parlor. | 136. _____ |
| 137. _____ | Operated chute/headlock to restrain dairy animal. | 138. _____ |

SECTION 7 BEEF CATTLE

Using the response criteria, please identify the level of education/training and experience you have with the following activities.

- | <u>Education or Training</u> | <u>Experience</u> |
|------------------------------|--|
| 139. _____ | Directed smooth and calm movement of beef cattle. 140. _____ |
| 141. _____ | Weighed beef cattle. 142. _____ |
| 143. _____ | Restrained beef cattle for routine handling. 144. _____ |
| 145. _____ | Treated beef cattle with injuries or sickness. 146. _____ |
| 147. _____ | Observed beef cattle behavior for deviations from the norm. 148. _____ |
| 149. _____ | Handled and assisted beef cows during calving. 150. _____ |
| 151. _____ | Cared for newborn beef calves from birth through weaning. 152. _____ |
| 153. _____ | Administered medication to beef cattle via syringe and needle. 154. _____ |
| 155. _____ | Applied halter to beef cattle. 156. _____ |
| 157. _____ | Operated cattle chute/headlock. 158. _____ |
| 159. _____ | Handled and cared for beef bulls. 160. _____ |
| 161. _____ | Handled and cared for receiving cattle after a long transportation. 162. _____ |

SECTION 8 TRAINING PROGRAMS and/or CERTIFICATIONS

You must provide documentation with your application materials if you mark “YES” to any items below.

163. I am certified by the American Association for Laboratory Science (AALAS) as an Assistant Laboratory Animal Technician (ALAT).
 A. Yes ___ B. No ___

164. I am certified by the AALAS as a Laboratory Animal Technician (LAT).
A. Yes ___ B. No ___
165. I am certified by the AALAS as a Laboratory Animal Technologist (LATG).
A. Yes ___ B. No ___
166. I have completed a 2 year associate degree in a Veterinary Technician program.
A. Yes ___ B. No ___
167. I have completed a 2 year associate degree in a Laboratory Animal Technician program.
A. Yes ___ B. No ___
168. I have completed the 5 week program at Madison Area Technical College resulting in a Laboratory Animal Training certificate.
A. Yes ___ B. No ___
169. I have a four year degree in a related field such as Animal Sciences.
A. Yes ___ B. No ___

PREFERENCES

170. I will work with any species of animal.
A. Yes ___ B. No ___
171. I will work with small animals (i.e. rats, mice, rabbits, chickens, fish, dogs, cats, etc.).
A. Yes ___ B. No ___
172. I will work with large animals (i.e. sheep, horses, cattle, goats, pigs, etc.).
A. Yes ___ B. No ___
173. I will work with non-human primates (i.e. macaque species such as rhesus, cynomolgous, marmosets, vervets, squirrel monkeys, etc.).
A. Yes ___ B. No ___
174. I will work with exotics (i.e. reptiles, parrots, etc.)
A. Yes ___ B. No ___
175. I am willing to work weekends on a rotating basis.
A. Yes ___ B. No ___
176. I am willing to work every weekend.
A. Yes ___ B. No ___

Please provide the name, title, address and phone number of two references who can verify training and experience claimed above (subject to verification prior to appointment).

1. _____

2. _____

UNIVERSITY OF WISCONSIN-MADISON
Animal Research Technician
AFFIDAVIT

WISCONSIN ADMINISTRATIVE CODE:

ER-PERS 6.10. Disqualification of applicants. In addition to provisions stated elsewhere in the law or rules, the administrator may refuse to examine or certify an applicant, or may remove an applicant from a certification:....; (5) who has made a false statement of any material fact in any part of the selection process; (7) who practices, or attempts to practice, any deception or fraud in application, certification, examination, or in securing eligibility or appointment;....

WISCONSIN STATUTES

s.230.43 misdemeanors; how punished. (1) Obstruction or Falsification of Examinations. Any person... (c) who willfully or corruptly makes any false representations concerning the same [examination] ..., shall for each offense be guilty of a misdemeanor. (3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50, more than \$1,000, or by imprisonment for not more than one year or both.

I certify that I have read and acknowledge that I understand the preceding excerpts from the Wisconsin Administrative Code ER-PERS 6.10, and Wisconsin Statutes s.230.43 which relates to (1) security of examination information, and (2) falsification of information in and part of the selection process; and

I certify that my responses on all items are true to the best of my recollection; that I have direct knowledge of the skills and experience necessary to apply for this position; and can demonstrate my proficiency if required to do so at some future date.

SIGNATURE: _____ SSN: _____

NAME (Print): _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

PHONE: Home: _____ Work: _____