



# Oregon Department of Fish and Wildlife

## *Recruiting Announcement*

ANNOUNCEMENT NUMBER: LEFW9041  
CLASSIFICATION NUMBER: C6440  
REVISED: JUNE 25, 2009 (Close Date)  
CLOSE: JULY 17, 2009

**DISTRICT VETERINARIAN**

**WILDLIFE VETERINARIAN**

**\$3,547 - \$5,187 MONTHLY**

### GENERAL INFORMATION

- This position is with Northwest Region of the Oregon Department of Fish and Wildlife (ODFW) located in Corvallis.
- **This position is in the budget as a permanent position pending legislative approval. If not approved as a permanent position, it will be filled as a full-time Limited Duration appointment through 6/30/11.**
- This recruitment will be used to establish a list of qualified people.
- The list will be used to fill the current vacancy only.
- The employee in this position will be represented by the Service Employees International Union (SEIU).
- H.I.R.E. system participants are encouraged to apply. You must follow the instructions in the "HOW TO APPLY" section of this announcement.
- If called for an interview, applicants will be asked to sign a reference authorization and release form at the time of interview.

### TO QUALIFY

Your resume will be reviewed to verify that you meet the qualifications stated in this section. To receive credit, you must **clearly** describe how you are:

- A graduate of an Oregon Veterinary Medical Examining Board's approved school of Veterinary Medicine.

**Preference will be given to individuals with prior experience in wildlife management, research, or wildlife-related medicine.**

Your resume must indicate the total time worked for each job listed by including the month/year. If a job was not full-time, you must state the hours worked per week. **Your resume must clearly describe your job duties and your level of responsibility. Your resume and/or cover letter must clearly describe how the job duties fully meet the qualifications listed. Be sure to indicate a percent of time actually spent on qualifying experience if it is not the main experience, but only part of the duty(ies) you performed in a job you are listing.**

**Note:** All applicants **must** submit a photocopy of **all** college transcripts required to qualify with their application materials in order to receive credit for college degrees or coursework. Transcripts must include coursework and indicate that a degree was conferred. Online Transcripts are acceptable.

## IF YOU QUALIFY

There is no test for this job. If you meet the "To Qualify" requirements on this announcement, your name will be placed on the list with a code of QLF (qualified).

Applicants with Veteran's Preference Points who submit the required documents will be considered in accordance with applicable statutes.

## DUTIES AND RESPONSIBILITIES

The District Wildlife Veterinarian will assist the State Wildlife Veterinarian with all tasks related to surveillance and response to field level avian morbidity and mortality events, sample collection, shipping protocol, equipment acquisition, and training exercises of the department and other agency personnel. S/he will answer calls from the public via the toll free phone number and assist with triage determination of avian morbidity and mortality events; and answer calls and assist with coordination of morbidity and mortality events reported by department personnel and other agencies (state parks, U.S. Fish and Wildlife Service (USFWS) refuge, National Park Service, U.S. Forest Service (USFS), Bureau of Land Management (BLM), First Nation Tribes, etc.) and enter data into a phone log database. In addition, the District Wildlife Veterinarian will assist as needed with live bird and hunter harvested avian influenza sample collection including coordination of activities of the temporary (seasonal) avian influenza sampling crew and collation and entry of data into the National Wildlife Health Center USGS NBII Node database and the department Wildlife Health database. Necropsy and pathologic sample preparation will be required by the employee based on mortality scenarios. S/he will be specifically trained in sample collection, event response and personal protective equipment use. During extraordinary events, such as during bird or mammal morbidity or a mortality event when the State Wildlife Veterinarian may be away from the office or Wildlife Health Lab this position, the District Wildlife Veterinarian will be available in the office or lab for routine calls and wildlife health related issues as requested by department field and division personnel.

The District Wildlife Veterinarian will provide department expertise and veterinarian services for wildlife diseases with an emphasis in, but not limited to, avian species and will be required to coordinate and provide information to other agencies and department staff and assist with information presented to the media. Major roles and responsibilities are to:

- Provide veterinarian services for wildlife diseases with an emphasis on avian morbidity and mortality events; coordinate field activities of sample collection by part-time temporary and seasonal employees for avian influenza surveillance.
- Coordinate with state wildlife veterinarian on surveillance, monitoring, collection, and data entry activities for wildlife diseases and disease issues with emphasis, but not limited to, avian influenza. In addition, coordinate with other agencies on disease issues with emphasis, but not limited to avian influenza surveillance and monitoring and provides information to agency staff, Commission and media as directed by the state wildlife veterinarian. Coordination activities will also involve neighboring states on avian influenza surveillance and related disease issues.
- Directly enter data and coordinate data entry by temporary employees and volunteers involving avian influenza surveillance data into the National Highly Pathogenic Avian Influenza Early Detection Data System database maintained by USGS National Wildlife Health Center. Data entry activities will be from avian influenza surveillance by the department, USFWS, U.S. Department of Agriculture -Wildlife Services, under varying agency sampling protocols and data entry formats.
- Serve with the state wildlife veterinarian as a principle coordinator during avian morbidity and mortality events in directing the department avian influenza first responder team.
- Conduct wildlife necropsies to determine causes of morbidity and mortality and provide results to field staff. Enter necropsy information into the Wildlife Health Database.
- Respond to calls from the public, department and other agency personnel on the department Dead Bird Reporting toll-free number for initial information gathering involving avian morbidity and mortality events.
- Provide veterinarian services and coordination of wildlife health research activities at the direction of the state wildlife veterinarian related to agency research projects involving wildlife diseases with an emphasis but not limited to avian diseases.
- Represent the department during media events concerning wildlife health issues.

- Assist with trap efforts, disease sampling, necropsy, humane euthanasia, and treatment of wildlife with an emphasis on but not limited to, avian disease issues.
- Serve as a department representative on the Oregon Veterinary Emergency Response Team directed by the Oregon Department of Agriculture state veterinarian office.
- Attend professional conferences, workshops, and meetings to stay abreast of current knowledge in wildlife health with an emphasis on but not limited to avian influenza.
- Train department staff and volunteers on techniques concerning sampling and necropsy involving avian disease including non-avian species and the use of personal protective equipment.
- Assist state wildlife veterinarian with training of avian influenza first responder team of department biologists for rapid response of avian die-offs requiring specialized sampling and collection techniques and use of personal protective equipment.
- Occasionally provide lectures to university students or faculty on wildlife health and disease issues with an emphasis on but not limited to avian diseases.

## WORKING CONDITIONS

- Requires statewide travel at all times of year under varying weather conditions. Occasional exposure to inclement weather and working conditions when assisting with biological data collection, trap/transplant efforts and disease surveillance.
- Frequent contact with wildlife biologists and department staff while resolving wildlife health issues. Frequent exposure to diseased wildlife, decomposing specimens, and harsh chemicals.
- Requires a flexible work schedule that varies in the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which the starting and stopping times vary on a daily basis, but not necessarily each day. This includes working at all hours and workdays in excess of eight hours with common weekend work.
- This position requires occasional use of a firearm to deliver immobilization drugs for wildlife capture, euthanizing injured or sick wildlife, killing or hazing nuisance animals and birds, collecting animals for research or other studies, and protection from dangerous animals in close quarters. The successful candidate will be subject to a criminal history background check to verify s/he may legally possess a firearm before being hired into this position.
- You must obtain and maintain an active Oregon Veterinary License and become a federally accredited veterinarian through USDA and deputy state veterinarian through Oregon Department of Agriculture.

**NOTE:** You must have a valid driver license and an acceptable driving record.

The Oregon Department of Fish and Wildlife will check driving records for in-state finalists. Out-of-state finalists will be required to present a current driving record for review.

**NOTE:** Within three-days of hire, applicants will be required to complete the U.S. Department of Homeland Security's I-9 form confirming authorization to work in the United States. ODFW is not able to support VISA sponsorships.

## BENEFITS

- **Attractive cafeteria-style benefits package including:**
  - A variety of medical and dental plans covering employees, dependents and domestic partners from which to choose.
  - Employer paid \$5,000 basic life insurance; additional coverage available.
  - Optional long- and short-term disability plans and Accidental death and dismemberment plans.
  - Optional long-term care insurance.
  - Option to enroll in the flexible spending account for dependent day care.
  - Option to enroll in the health care flexible spending account.
- **Retirement benefits:**
  - Membership in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP).
  - Option to participate in the Oregon Savings Growth Plan, a deferred compensation program offering a wide variety of investment options.

- **Paid Leaves:**

- Vacation Leave earned at the rate of 8 hours per month with accrual rate increases at 5-year increments.
- 24 hours of personal leave earned each fiscal year.
- Sick leave earned at the rate of 8 hours per month with no maximum accumulation.
- Nine paid holidays a year.
- Access to the Employee Assistance Program (EAP) that offers confidential counseling for you and/or your dependents.

## HOW TO APPLY

**You must submit:**

- The **Applicant Information Form**, including your signature.
- A **resume** that clearly describes how you meet the qualifications for this position.
- A **cover letter** (typed) **addressing how you meet the requirements in the “To Qualify” section and your experience as described in the preference statement.**
- A **photocopy of all college transcripts** in order to receive credit for college degrees or coursework. Credits must be from an accredited college or university. Transcripts must include coursework and indicate that a degree was conferred. Online transcripts are acceptable.
- A **list of five professional references**, including at least three past/current supervisors and one or more peers or customers served. Please identify the category each reference addresses.
- **For Veterans:** A DD Form 214 (or DD Form 215), Certificate of Release or Discharge from Active Duty if you intend to claim Veteran’s Preference Points or for additional information, please visit: [www.oregonjobs.org/das/stjobs/vetpoints.shtml](http://www.oregonjobs.org/das/stjobs/vetpoints.shtml).

Individuals interested in this opportunity should mail or fax application materials to:

Oregon Department of Fish and Wildlife  
Human Resources Division  
3406 Cherry Avenue NE  
Salem, OR 97303  
Phone: (503) 947-6051  
Fax: (503) 947-6050

**APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. ON FRIDAY, JULY 17, 2009.**

If necessary, you may fax to (503) 947-6050. However, if you wait until the close date to fax your materials, your fax may not make it through by 5:00 p.m. due to the large volume of materials being faxed on the close date. When at all possible, mail your materials early. **Due to the volume of applications received, we are unable to verify receipt of application materials.**

The Oregon Department of Fish and Wildlife is not responsible for material that is illegible or incomplete as a result of transmitting by fax or which may be lost or delayed through the mail.

Notice of results will be sent by mail. Although agencies are not required to delay their selection process, you may request a review of the test results. Your request must be received within 10 days from the date of the notice. Additional information cannot be accepted once the announcement has closed. However, if the recruitment is still open, you may submit new application materials that must be received in our office by the close date.

**Please visit ODFW’s Web site at [www.dfw.state.or.us](http://www.dfw.state.or.us)**

## SELECTION PROCESS

**INTERVIEWS** will be scheduled for those applicants who appear to be best qualified, based upon an evaluation of their experience and training and its relevance to this position.

**REASONABLE ACCOMMODATIONS FOR INTERVIEWS WILL BE PROVIDED UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.**

**\*\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\*\***

# OREGON DEPARTMENT OF FISH AND WILDLIFE APPLICANT INFORMATION FORM

Please complete this form and attach it to your application materials.

Name (Last, First, Middle Initial):	Oregon Employee ID Number or Applicant ID Number (not SSN):	
Mailing Address:	Announcement No: <b>LEFW9041</b>	Class No: <b>C6440</b>
City, State, Zip Code:	Home Phone:	Work Phone:
E-mail address:	Cell Phone:	Message Phone:
<input type="checkbox"/> I am an ODFW lateral transfer		

Job Applied for: **WILDLIFE VETERINARIAN, DISTRICT VETERINARIAN, CORVALLIS**

Attachments enclosed:  Resume  Cover Letter (addressing how you meet the requirements in the "To Qualify" section and your experience as described in the preference statement)  Reference List  College Transcripts  
 DD214/DD215 ( 5 pt. or  10 pt.) Date of Entry (M-D-Y) \_\_\_\_\_ Date of Discharge (M-D-Y) \_\_\_\_\_

### OUTREACH AND RECRUITMENT

Where did you first hear about this position? Please be specific.

- State Jobs Page
- ODFW Web site
- Other Web site – list Web address: \_\_\_\_\_
- Newspaper Ad – list newspaper: \_\_\_\_\_
- Referral from ODFW employee(s) – list name(s): \_\_\_\_\_
- Referral from individual – list name(s): \_\_\_\_\_
- Heard at community/professional organization meeting – list organization: \_\_\_\_\_

### CERTIFICATION AND SIGNATURE

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in these application materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from state service if discovered after employment, and in some circumstances, prosecution for a crime.

- ♦ I certify that all statements contained in these application materials are true and complete whether made by me or others at my request.
- ♦ I understand that if hired, I must prove that I am legally authorized to work in the United States.
- ♦ I authorize the State of Oregon to check employment references and verify education information provided in these application materials and as disclosed in the interview process.
- ♦ I authorize the State of Oregon to check my driving record if the position for which I am applying requires driving.
- ♦ I understand that I may be asked to submit to a pre-employment criminal history background check as a condition of employment.
- ♦ I release the State of Oregon and all providers of information from any liability as a result of furnishing and receiving any information related to the State of Oregon's hiring process.

I agree to the conditions stated in this "Certification and Signature" section, and this section is enforceable as signed below.

<b>SIGNATURE</b> (Must be signed in ink if submitting a hard copy):	DATE:
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**KEEP A COPY OF YOUR APPLICATION MATERIALS - COPIES WILL NOT BE PROVIDED**

For Office Use Only:

Accepted  Not Accepted \_\_\_\_\_

**AFFIRMATIVE ACTION - NON-DISCRIMINATION:** The State of Oregon is committed to the principles of workforce diversity and affirmative action. In order to achieve a workforce that is reflective of the communities we serve, the following information will help us monitor our outreach and recruitment efforts for this position. **Completing the information below is voluntary.**

<b>GENDER</b> (Please Select One):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>ETHNICITY</b> (Please Select One):	<input type="checkbox"/> Asian(A)	<input type="checkbox"/> African American(B)
	<input type="checkbox"/> Hispanic(H)	<input type="checkbox"/> Native American(I) <input type="checkbox"/> Caucasian(W)
<b>DISABLED</b> (Please Select One):	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(checking the "yes" box has no effect on an employer's obligation to provide reasonable accommodation under state and federal disability laws.)

