

STAFF Position Description

Instructions: Complete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources (hrclass-comp@csun.edu), and the original electronic version maintained by the department. [NOTE: This form is unlocked; you will need to **Ctrl + Click** to open links.]

A. Action Requested

- Request a New position OR Fill a Vacant position *(Must initiate through online recruitment)*
- Initiate a Classification Review for a filled position

Requestor: <input type="checkbox"/> Employee OR <input checked="" type="checkbox"/> MPP Administrator	Name: Cheryl Courtney-Hogue
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- Update an existing position description *(no review requested)*
- New Employee/Appointment acknowledgment of the position description *(no review requested)*
(Employee should be given full position description within one week of start date)

B. Current Information

Name of current incumbent: <i>(if filled)</i> Toni Uhlendorf		Employee ID #: 009140414	
<i>Or if vacant, name of previous incumbent:</i>			
Classification Title: Inst. Support Technician III	Job Code: 1619	Grade:	Position #: 99739498
Working Title: <i>(optional)</i> Vivarium Operations Manager		FLSA Status: Choose an item. <i>(See link to CSU FLSA/Job Code List)</i>	
Department ID: 10159	Department Name: Biology		Time Base: 1.0
Lead <i>(Staff lead, if applicable)</i> Name:	Classification Title:	Working Title:	
MPP Administrator/Department Chair <i>(Reports To)</i> Name: Cheryl Courtney-Hogue		Working Title: Chair, Department of Biology	

Please attach an org chart, if requesting a reorganization (current and proposed) (See link to [Campus Org Chart](#))

Is this a sensitive position as designated by the CSU? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(See link to Sensitive Positions Table)</i>

C. Position Purpose *(Hint: Complete Section D. first and then summarize position's purpose; typically between 2 to 5 sentences)*

Please briefly describe the primary function, nature, and scope of the position.

<p>The Department of Biology Vivarium Operations Manager (VOM) is responsible for directing all operations associated with the care, health, and experimental procedures involving live vertebrate animals in the facility. The VOM supervises and trains CSUN staff, students, postdocs, faculty, and off-campus collaborators in CSUN IACUC-approved housing, handling, care, and procedures involving animals in the facility. The VOM maintains records of animal care in compliance with IACUC and external governing bodies and orders supplies and maintains the facility's infrastructure and equipment in working order. In collaboration with investigators, the VOM develops standard operating procedures and specialized protocols for housing, handling, care, and procedures for animals in the facility. Develops emergency plans and strategies for their implementation.</p>
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D. Major Duties

Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.

Indicate duties, which are "essential functions" by checking the Essential box in the right column (15% or greater to be considered essential).

The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the "essential functions", which is intrinsic to the work. A function may be essential because (1) the position was established to perform the function; (2) a limited number of employees are available to perform the function; and/or (3) removing the function would fundamentally change the position. (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries.)

Description of Duties	% of Time Total = 100	Essential (Minimum 15%)
<p>Management Duties & Technical Responsibilities</p> <p>The Department of Biology Vivarium Operations Manager (VOM) is responsible for directing all operations associated with the care, health, and experimental procedures involving live vertebrate animals in the facility. The VOM supervises and trains CSUN staff, students, postdocs, faculty, and off-campus collaborators in CSUN IACUC-approved housing, handling, care, and procedures involving animals in the facility. The VOM maintains records of animal care in compliance with IACUC and external governing bodies and orders supplies and maintains the facility's infrastructure and equipment in working order. In collaboration with investigators, the VOM develops standard operating procedures and specialized protocols for housing, handling, care, and procedures for animals in the facility. Develops emergency plans and strategies for their implementation.</p> <p>Develops and manages program services through guiding and enforcing policies, regulations, and guidelines set by oversight organizations on and off campus. Working with PIs, implements IACUC protocols and care sheets. Responsible for door and cage tags, logging daily care procedures, and routine animal health checks. Directs daily husbandry of animals in the facility including fishes, amphibians, reptiles, and small mammals. Maintains breeding colonies of fishes, mice, and rats (selecting mates and separating pairs, incubating eggs, and weaning and rearing young).</p> <p>Under veterinarian supervision, teaches vivarium researchers animal handling, care, cleaning, and standard laboratory procedures (various behavioral assays, oral gavage, blood and tissue collection, drug injections, anesthesia, and euthanasia). Under vet supervision, also has the capacity to develop expertise in advanced procedures (transcranial perfusions, implantation of osmotic pumps, castration, and other experimental procedures). Responsible for procedures involving pre- and postoperative care and prevention and treatment of disorders and diseases.</p> <p>Hires and trains vivarium staff and research students (graduate and undergraduate) to safely conduct their duties in animal handling, care, and research. Manages staff schedules, timesheets, and personnel issues.</p>	55%	<input checked="" type="checkbox"/>
<p>Oversight Duties</p> <p>Develops, manages, and adheres to annual vivarium budget. Works with Biology accounting staff to place orders and monitor use of P-Card expenditures for food and supplements, cleaning and housing supplies, and minor equipment. Reconciles monthly purchases and uses software (Excel) and accounting principles to minimize costs while maintaining high levels of animal care and employee support. Provides cost projections for forthcoming years.</p> <p>Uses accounting principles to develop departmentally cost-effective budgets and contracts for external vivarium users including per diem animal, cage, room, or quarantine charges, advisory or technical support and training, material or animal transfers and storage, and non-disclosure agreements.</p> <p>Works with Department of Biology Vivarium Committee to manage vivarium space use by facility users.</p> <p>Accountable for the effective acquisition and use of resources associated with the vivarium. In conjunction with PPM, maintains vivarium facilities including HVAC system, electrical systems, water, cage-washing equipment, refrigerator/freezers, etc. in safe working order and provides 24-hour, 7-day-a week-emergency support for animals and equipment.</p>	35%	<input checked="" type="checkbox"/>
Performs other duties as assigned.	10%	<input type="checkbox"/>

E. Physical and Cognitive Demands; and Environmental Conditions

Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.

PHYSICAL DEMANDS	Greater than 50%	Less than 50%	N/A	Greater than 50%	Less than 50%	N/A
1. Key Boarding and Mousing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
2. Repetitive Motion of Upper Extremities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
3. Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4. Sight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5. Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
6. Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8. Bending (from waist or neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
9. Climbing (Ladders, stairs, or stools)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
10. Stopping, Kneeling, or Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
11. Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
				12. Lifting or Carrying		
				A. Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
				B. Up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
				C. Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
				13. Pushing or Pulling		
				A. Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
				B. Up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
				C. Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL CONDITIONS	Greater than 50%	Less than 50%	N/A
1. Inside (Typical office environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Elevated Work (Raised platform/scaffold)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Extreme Temperature (hot or cold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Outdoor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OTHER Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.
Must be available to respond on site to Vivarium emergencies 24 h/d, 7 d/wk, 365 d/yr.

E. Equipment

List any special software and machines, tools, and equipment used on a regular basis.

Type	Purpose and Desired Results
<i>Example (A1) Lawn Mower; Example (B1) Microsoft Word</i>	<i>Example (A2) Mowing grass; Example (B2) Create or update documents</i>
Apple iMac Desktop Computer (Ventura OS)	Email, Zoom, MS Office Suite (Word, Excel, PowerPoint, Outlook), Adobe Acrobat; Purpose: communication, meetings, reading, writing, reviewing, and editing documents and reports; data analyses, preparing graphs and presentations.
Dell PC Laptop Computer (Windows OS)	Runs software for ImageJ, MetaMorph, ToxTrac, VirtualDub, Logitech camera (open-field test). Purpose: data acquisition and analysis and real-time monitoring of animal activity.
HP Laser Jet Printer	Purpose: printing documents
Departmental Copier/Scanner	Purpose: copying and scanning documents
Industrial Bottle Washer (Getting)	Washing machine. Purpose: cleaning bottles
Industrial Cage and Rack Washer (Lynx 410LX)	Washing machine. Purpose: cleaning cages and racks
Open-field test	Monitoring activity of animals in lab. Purpose: measures distance, speed, time moving. Works with ToxTrac and VirtualDub software.
Anesthesia Vaporizer (Ohmeda Fluotec 4)	Used with oxygen tank, F/canister, and face mask. Purpose: sedate mammals prior to procedures

G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities

(A). Training and/or Licenses: List required and preferred training, licenses or certifications. If a license is required for any position outside of the [CSU Professional License Table](#), a justification must be provided in description. *Any CSU/CSUN "Required" training will be provided after starting the appointment.

	Required	Preferred	N/A
*CSU Sexual Harassment Prevention / Title IX / Data Security Training <i>(Required for ALL employees)</i>	<input checked="" type="checkbox"/>		
*CSUN Procurement Card (P-Card) Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*CSUN Defensive Driver Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CITI Program Course: Reducing Pain and Distress in Lab Mice and Rats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CITI Program Course: Working with the IACUC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSUN Biosafety Level I and II Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSUN Safe Use of Biological Safety Cabinets Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSUN Blood-borne Pathogens Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSUN Department of Biology Laboratory Safety Training (Lab safety, Student Responsibilities, COVID-19 Awareness, Mask, Hygiene, Sanitation of Equipment, Hazardous Materials Use, Storage, and Disposal, Emergency Procedures, First-Aid Procedures, and Accident Reporting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AALAS Laboratory Animal Research Support Certificate (e.g., fishes, amphibians, rodents)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ALAT/LAT Regulations, Ethics, Procurement, Procedures, Quarantine, and Lab Animal Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(B). Additional Experience, Knowledge, Skills, and Abilities: List additional knowledge, skills, abilities, and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.

California State Driver's License MS degree in Biology (or similar discipline) preferred but can be substituted with 3+ yr lab animal care or zoo (or similar) husbandry experience.

H. Lead or Oversight of Other Positions Yes No (Please list below)

List positions (*including Student Assistants and Volunteers*) that incumbent will lead, oversee, or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.)

Working Title <i>(if applicable)</i>	Classification Title	Position Number(s)
Vivarium Worker	Student Assistant	1870

I. Changes in Position

Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.

Changes in faculty, faculty research, and contractual services have made certain duties no longer required for initial hire but could be developed over time. These include performing transcranial perfusions, cryostat operation and training, implantation of osmotic pumps, implanting of stem cells, and specialty equipment used in these procedures.

J. Signatures *(Print, sign, and date below)*

EMPLOYEE *(Acknowledgement of reading and receiving a copy of this job description)*

Employee:	Signature:	Date:	Extension:
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LEADS / MPP ADMINISTRATORS *(Acknowledgement that the information is accurate)*

Non-MPP Lead: <i>(if applicable)</i>	Signature:	Date:	Extension:
1 st level MPP Administrator/Dept. Chair: <i>(required)</i> Cheryl Courtney Hogue	Signature:	Date:	3356

2nd level MPP Administrator: <i>(if applicable)</i>	Signature:	Date:	Extension:
3rd level MPP Administrator: <i>(if applicable)</i>	Signature:	Date:	Extension:
4th level MPP Administrator: <i>(if applicable)</i>	Signature:	Date:	Extension: