STATE OF CALIFORNIA DEPARTMENT OF DEVELOPMENTAL SERVICES

# *JOB OPPORTUNITY BULLETIN:* PHARMACIST I, DEPARTMENTS OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES – 7659

| | |
|---|---|
| ***SALARY RANGE*** | **A 5,414.00 - 7,105.00**<br>**T 8,806.00 - 9,708.00**<br>**The salary indicated above does not reflect the 4.62% salary reduction to facilitate the Governor's Personal Leave Program* |
| ***TENURE/TIME BASE*** | **Permanent/Full-Time** |
| ***PROGRAM/DEPARTMENT*** | |
| ***FINAL FILING DATE*** | **February 8, 2013** |

Sonoma Developmental Center (SDC) is currently seeking to fill a vacant ***Pharmacist I*** position. The applicant must possess sufficient strength, agility, endurance and sensory ability to perform the duties required in the duty statement (attached) and experience working with a variety of medicinal preparations and chemicals and in conditions common to a clinical nursing environment. If interested in the position SDC may have the opportunity you have been looking for.

***HOW TO APPLY:*** Interested applicants ***must*** submit a standard State application (STD. 678) on or before the final file date. All applications ***must*** include the following information in the ***job title box*** of the application.

- State the basis of your ***eligibility*** (List, transfer, etc.) into the classification
- Reference the job title and program ***Pharmacist I and Unit # 484***

Applications received without this information *may not* be considered for an interview. Applications may be obtained from the California Human Resources Department's website at www.calhr.ca.gov or the Testing Office of Sonoma Developmental Center.

All appointments are subject to State Restriction of Appointment (SROA), Surplus and Re-employment Procedures and a pre-employment physical and fingerprint clearance.

PLEASE **MAIL** YOUR SIGNED AND COMPLETED STATE APPLICATION (STD. 678) TO THE FOLLOWING ADDRESS:

***Sonoma Developmental Center***
***P.O. Box 1493***
***Eldridge, CA 95431***
***ATTN: Marni Sager – Unit #484***
***(707) 938-6565***

***PLEASE NOTE:*** *Applications **must** be postmarked and/or received in SDC, Personnel Office no later than the close of business of the final filing date. Applications and/or resumes sent via e-mail and/or fax will **not** be accepted.* ***Please reference the duty statement on the following page.***

# DEPARTMENT OF DEVELOPMENTAL SERVICES
# SONOMA DEVELOPMENTAL CENTER

## DUTY STATEMENT

**EMPLOYEE NAME:** _____

**WORK LOCATION:** _____

**JOB TITLE:** PHARMACIST I

**GENERAL STATEMENT OF DUTIES:**

Under general direction to perform professional pharmaceutical work; to supervise the work of non-professional assistants.

In the absence of the PSM (Pharmacy Services Manager), the Pharmacist may be designated as the POD. The POD will have responsibility for:

Oversight of Implementation of Pharmacy policies and procedures.
Managing the activities and duties of all Pharmacy staff, including the Assistant to the PSM.
Managing decision making for the Pharmacy
Attending and Contributing to the P & T Committee as well as other Pharmacy and quality assurance related activities; and to do other work as required.

**SUPERVISION RECEIVED:** General supervision from Pharmacy Services Manager

**SUPERVISION EXERCISED:** Direct supervision of non-professional assistants

**PHYSICAL DEMANDS:** Must posses and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement.

**TYPICAL WORKING CONDITIONS:** Frequent exposure to a variety of medicinal preparations and chemicals. Regular, intermittent work on living units for drug regimen review, IDT meetings, medication room inspection. On-going interaction with clients; potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment.

**ESSENTIAL DUTIES:**

| % Time | Duties |
|---|---|
| 20% | • Reviews clients' charts and medication regimens and completes all necessary reports, summaries and memorandums involved in the drug regimen review. |
| 15% | • Prepares manufactures and dispenses drugs and pharmaceutical preparation. Fills prescriptions. |

# DEPARTMENT OF DEVELOPMENTAL SERVICES
# SONOMA DEVELOPMENTAL CENTER

## DUTY STATEMENT

10% • Implements and/or maintains unit-dose system, as required.

10% • Supervises, instructs and is responsible for non-professional assistants doing the routine, maintenance and technical aspects of pharmaceutical work.

10% • Regularly inspects medication rooms on units and other quality assurance work as necessary. Assists in the preparation of purchasing documents for drugs, sundries and chemicals that are required. Checks new computer orders for correctness as necessary.

10% • Provides on-going consultation to treatment teams, medical staff and level of care staff. Participates in interdisciplinary team meetings.

10% • Keeps records of those drugs received on-hand and dispensed. Checks after-hour drug supplies as necessary. Keeps records of drugs, poisons, and narcotics as required by Federal and State laws.

5 % • Does computer data input to client profiles and other computer manipulation, as required.

5 % • Provides or assists with in-service training.

5 % • Performs other duties as required.