



PHARMACY SERVICES MANAGER

Exam Code: 9RC64

Department: State of California
Exam Type: Servicewide, Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Pharmacy Services Manager (7996) – \$14,977 - \$16,197 per month.

View the [Pharmacy Services Manager](#) classification specification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6) months**.

How To Apply:

Applicants are required to submit (1) a [State Application](#) (Std. Form 678) and (2) [Conditions of Employment](#) (Form 631) for this examination either via email, by mail, or in person to the addresses listed below.

Via Email

CPHCSSelectionServices@cdcr.ca.gov

By Mail

California Correctional Health Care Services

Examination Services, Bldg. D1
P.O. Box 588500
Elk Grove, CA 95758

In Person

California Correctional Health Care Services
8280 Longleaf Drive
Lobby Drop Box
Elk Grove, CA 95758

Due to COVID-19, we have limited staff working in the office. Therefore, the preferred method of application submittal at this time is via email. Mailed and dropped off applications will still be accepted, but may have delays in processing.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources (CalHR).

Only applications with an original signature will be accepted.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Applications MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information MUST include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may have delays in processing and/or may be rejected.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact the department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Pharmacy Services Manager

Possession of a valid certificate of registration as a licentiate in pharmacy issued by the California Board of Pharmacy. **And**

Either I

One year of experience performing the duties of a Pharmacist II in the California state service.

Or II

Two years of experience performing the duties of a Pharmacist I in the California state service.

Or III

Three years of experience supervising the operation of a hospital pharmacy.

Special Personal Characteristics: Willingness to work in a State institution; freedom from communicable disease; and willingness to travel within a geographical area.

Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678).

OUT OF CLASS EXPERIENCE: A completion of an “out-of-class (OOC) assignment memorandum”, dated within one year of assignment completion, is required to use OOC experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from their Classification and Pay Analyst or institutional Personnel Liaison. OOC experience without the required documentation cannot be considered for examination purposes.

POSITION DESCRIPTION**Pharmacy Services Manager**

A Pharmacy Services Manager, under general direction, either (1) manages the pharmaceutical service facilities at more than one State institution; or (2) in a single institution, manages a large comprehensive pharmacy and supervises the work of Pharmacists I and II and other nonprofessional staff; and does other related work.

EXAMINATION SCOPE

This examination consists of the following components:

Education and Experience Rating – Weighted 100% of the final score.

The examination will consist solely of an **Education and Experience Rating**. For this reason, it is especially important to include all of your education and/or experience related to the “Minimum Qualifications” and “Position Description” listed on this bulletin in your application. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants who meet the minimum qualifications will be sent their scores approximately 2-3 weeks from the date the application is received.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each examination component will be measuring competitively, relative to job demands, each applicant's:

Knowledge of:

1. All licensing and accreditation standards as they relate to pharmaceutical services in State institutions;
2. Hospital pharmacy and general hospital operation;
3. Newer pharmaceutical technologies, such as computer systems;
4. Several drug distribution systems to include unit dose, individual prescription, floor stock and modifications of such;
5. Laws pertaining to dispensing and use of narcotics and poisons;
6. Patient-oriented services;
7. Budgeting and inventory processes;
8. Methods used in evaluating pharmacy effectiveness and efficiency;
9. Principles of effective supervision;
10. The department's Equal Employment Opportunity (EEO) Program objectives;
11. A manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to:

1. Manage and be responsible for administering a central pharmacy;
2. Provide leadership and functional direction to other pharmacists;
3. Monitor for proper utilization of pharmaceuticals;
4. Develop and direct clinical pharmacy services;
5. Direct procurement of safe and effective pharmaceuticals;
6. Coordinate the administration of the pharmacy budgets;
7. Supervise and instruct others in pharmaceutical work;
8. Keep records and prepare reports;
9. Analyze situations accurately and take effective action;
10. Effectively contribute to the department's EEO objectives.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Pharmacy Services Manager classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. Form 1093)

is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted in examinations administered on an open basis.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

In an effort to streamline the examination process, please create a [CalCareer Account](#) with CalHR. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above. If you are using the education requirement to meet the Minimum Qualifications (MQs) for this exam, please attach a copy of all your unofficial transcripts that show the completion of the required education. Applicants who completed their education outside of the United States (with foreign degrees/transcripts) must obtain and submit verification of United States course/degree equivalency at the time you are submitting your exam. Foreign education credential evaluation services can be found at [NACES | National Association of Credential Evaluation Services](#).

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Correctional Health Care Services
Attn: Examination Services
8280 Longleaf Drive
Elk Grove, CA 95758

Phone: (916) 691-5894

Email: CPHCSSelectionServices@cdcr.ca.gov

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (Std. Form 678) forms are available at CalHR, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

CalHR reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental

promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

This bulletin cancels and supersedes all previously issued bulletins.