



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
PHARMACEUTICAL CONSULTANT II, (SUPERVISORY)
OPEN EXAMINATION
CONTINUOUS TESTING**



SY10 -7963 9H117

Bulletin Release Date: November 16, 2015

This bulletin supersedes the bulletin released on December 17, 2014

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: Applications must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit Standard State Application to:

Mailing Address:

California Department of Public Health
Examination Services Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378

File in Person Address:

California Department of Public Health
Examination Services Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Telephone: (916) 650-0436

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.

FINAL FILING DATE: The testing office has established the following application cut-off date: January 20, March 20, May 20, July 20, September 20 and November 20. Submission of applications after the cut-off date will not be accepted for the current examination, but will be held for the next scheduled examination.

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

SALARY: \$6109 – \$8415 per month

EMPLOYEE BENEFITS:

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Work, Home, and Family
- Beneficiary and Survivor Benefits
- Awards
- Retirement and Separation Benefits
- Flexible Schedules
- Public Transit Reimbursement (limits apply)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

POSITION DESCRIPTION: This level is first-line supervisor of at least three field office Pharmaceutical Consultants I who (1) monitor the pharmaceutical services component of the Medi-Cal Program to ascertain provider abuse and/or fraud and to initiate appropriate corrective action with other appropriate State agencies; (2) develop recommendations on technical policy changes legislation, or cost containment pertaining to pharmacy audits; (3) determine compliance of Drug Treatment Authorization Requests with Title 22, California Code of Regulations; or (4) evaluate the quality, nature, and scope of drug distribution and administration in facilities licensed by the Department of Health Services.

Positions exist with the Department of Public Health Statewide.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include "to" and "from" dates (month/day/year), time base, job titles and/or 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. **Applications received without this information will be rejected. Applicants must submit a copy of official transcripts along with the application when using education to meet the entrance requirements for this examination.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Possession of a valid certification of registration in pharmacy issued by the California State Board of Pharmacy,

**AND
Either I**

Two years of experience performing the duties of a Pharmaceutical Consultant I, Department of Health Services currently known as Department of Public Health.

Or II

Three years of experience within the last five years in the practice of community or hospital pharmacy (exclusive of internship) including one year of administrative, supervisory, or consultant experience either as owner or manager of a pharmacy, in a public health or welfare agency, or as a Chief Pharmacist in a medical clinic or hospital. (Experience as a registered pharmacist in teaching, research, or drug manufacturing may be substituted for up to one year of the required general experience.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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.

EXAMINATION INFORMATION: This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job. Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The California Department of Public Health 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 law and rules and all competitors will be notified.

SCOPE: Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. Drugs and medical supplies required in the operation of a pharmacy.
2. Pharmaceutical chemistry.
3. Drug utilization.
4. Pharmacy economics.
5. Drug purchasing, pricing, and inventory control.
6. Principles of statistics.
7. Medical care administration.
8. Pharmaceutical manufacturing methods and drug distribution.
9. Interrelationships of Federal, State, and local professional and voluntary health and welfare agencies, and of programs and services of such agencies.
10. Principles of effective supervision.
11. The Department's Equal Employment Program objectives.

12. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining.
13. A work environment that is free of discrimination and harassment.

Ability to:

1. Recognize, assess, and develop solutions to problems involved in the pharmaceutical aspects of medical care programs.
2. Evaluate the quality and scope of pharmaceutical services provided under the program.
3. Interpret and apply policies and standards for the pharmaceutical aspects of medical care programs.
4. Establish and maintain effective and cooperative working relationships.
5. Analyze situations accurately and take effective action.
6. Report on the effects of proposed changes in the pharmaceutical aspects of the programs.
7. Communicate effectively.
8. Plan, coordinate, direct, and evaluate the work of others.
9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL REQUIREMENTS: Willingness to travel.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS' PREFERENCE: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

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

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Pharmaceutical Consultant II (SUPERVISORY)

Name: _____
(Print: first, middle initial, last)

FFD: Continuous

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please indicate your choices - you will not be offered a job in locations not checked.

MARK NORTHERN REGION COUNTY CHOICES:

- | | | |
|---|---|--|
| <input type="checkbox"/> 0400 Butte | <input type="checkbox"/> 2300 Mendocino | <input type="checkbox"/> 4600 Sierra |
| <input type="checkbox"/> 0600 Colusa | <input type="checkbox"/> 2500 Modoc | <input type="checkbox"/> 4700 Siskiyou |
| <input type="checkbox"/> 0800 Del Norte | <input type="checkbox"/> 2900 Nevada | <input type="checkbox"/> 5100 Sutter |
| <input type="checkbox"/> 1100 Glenn | <input type="checkbox"/> 3100 Placer | <input type="checkbox"/> 5200 Tehama |
| <input type="checkbox"/> 1200 Humboldt | <input type="checkbox"/> 3200 Plumas | <input type="checkbox"/> 5300 Trinity |
| <input type="checkbox"/> 1700 Lake | <input type="checkbox"/> 4500 Shasta | <input type="checkbox"/> 5800 Yuba |
| <input type="checkbox"/> 1800 Lassen | | |

MARK CENTRAL REGION COUNTY CHOICES:

- | | | |
|--|---|---|
| <input type="checkbox"/> 0100 Alameda | <input type="checkbox"/> 2200 Mariposa | <input type="checkbox"/> 4100 San Mateo |
| <input type="checkbox"/> 0200 Alpine | <input type="checkbox"/> 2400 Merced | <input type="checkbox"/> 4300 Santa Clara |
| <input type="checkbox"/> 0300 Amador | <input type="checkbox"/> 2700 Monterey | <input type="checkbox"/> 4400 Santa Cruz |
| <input type="checkbox"/> 0500 Calaveras | <input type="checkbox"/> 2800 Napa | <input type="checkbox"/> 4800 Solano |
| <input type="checkbox"/> 0700 Contra Costa | <input type="checkbox"/> 3400 Sacramento | <input type="checkbox"/> 4900 Sonoma |
| <input type="checkbox"/> 0900 El Dorado | <input type="checkbox"/> 3500 San Benito | <input type="checkbox"/> 5000 Stanislaus |
| <input type="checkbox"/> 1000 Fresno | <input type="checkbox"/> 3800 San Francisco | <input type="checkbox"/> 5500 Tuolumne |
| <input type="checkbox"/> 2000 Madera | <input type="checkbox"/> 3900 San Joaquin | <input type="checkbox"/> 5700 Yolo |
| <input type="checkbox"/> 2100 Marin | | |

MARK SOUTHERN REGION COUNTY CHOICES:

- | | | |
|---|--|---|
| <input type="checkbox"/> 1300 Imperial | <input type="checkbox"/> 2600 Mono | <input type="checkbox"/> 4000 San Luis Obispo |
| <input type="checkbox"/> 1400 Inyo | <input type="checkbox"/> 3000 Orange | <input type="checkbox"/> 4200 Santa Barbara |
| <input type="checkbox"/> 1500 Kern | <input type="checkbox"/> 3300 Riverside | <input type="checkbox"/> 5400 Tulare |
| <input type="checkbox"/> 1600 Kings | <input type="checkbox"/> 3600 San Bernardino | <input type="checkbox"/> 5600 Ventura |
| <input type="checkbox"/> 1900 Los Angeles | <input type="checkbox"/> 3700 San Diego | |

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time (regular hours less than 40) | <input type="checkbox"/> Intermittent (on call) |
| <input type="checkbox"/> Limited Term | | |

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time (regular hours less than 40) | <input type="checkbox"/> Intermittent (on call) |
| <input type="checkbox"/> Limited Term | | |

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: _____

Date: _____