



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
PHARMACEUTICAL CONSULTANT II,
DHS (SUPERVISORY)**

Final File Date: **MARCH 22, 2012**
Bulletin Release Date: **MARCH 1, 2012**

PROMOTIONAL ONLY

SY10-7963 2H187



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. 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.

EXAMINATION TYPE	This is a promotional examination for the California Department of Public Health.
WHO SHOULD APPLY	Persons who have permanent civil service appointment with the California Department of Public Health and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department <u>OR</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992; <u>OR</u> persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
HOW TO APPLY	To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/jobs/stateapp.htm . Applications may be filed in person or by mail with: <p align="center">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 445-0983 SELECTION AND CERTIFICATION UNIT</p> <p align="center">In Person: 1501 CAPITOL AVENUE, SUITE 1501 By Mail: MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378</p> <p align="center"><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by March 22, 2012 , the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
SPECIAL TESTING INFORMATION	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.
SALARY RANGE(S)	\$ 5,843 - \$ 7,815 per month.
EMPLOYEE BENEFITS	In addition to the salary above the California Department of Public Health offers benefits in the following areas: <ul style="list-style-type: none"> ● 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) <p>A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm</p>
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

	<p>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 California Department of Public Health.</p> <p>Positions exist with the California Department of Public Health in Sacramento.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by March 22, 2012, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: Applications/resumes 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, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p>Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>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.</p> <p>Possession of a valid certification of registration in pharmacy issued by the California State Board of Pharmacy. AND</p> <p style="text-align: center;">EITHER I</p> <p>Two years of experience performing the duties of a Pharmaceutical Consultant I, Department of Health Services.</p> <p style="text-align: center;">OR II</p> <p>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.)</p>
GENERAL QUALIFICATIONS	<p>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.</p>
SPECIAL REQUIREMENTS	<p>Willingness to travel.</p>
EXAMINATION INFORMATION	<p>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.</p> <p>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.</p> <p>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.</p>
SCOPE	<p>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:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 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.

	<ol style="list-style-type: none"> 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. Policies, standards, and regulations applicable to the Department's pharmaceutical programs. 11. Principles of effective supervision. 12. The Department's Equal Employment Program objectives. 13. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. <p>Ability to:</p> <ol style="list-style-type: none"> 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. Formulate policies and standards for the pharmaceutical aspects of medical care programs. 9. Plan, coordinate, direct, and evaluate the work of others. 10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
ELIGIBLE LIST INFORMATION	<p>A departmental promotional list will be established for use by the California Department of Public Health. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list in one of three ranks.</p> <p>NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.</p> <p>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.</p>
VETERANS PREFERENCE	Veterans' preference credits are not granted in promotional examinations.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>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</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>