

Summary of Duties : Prepares, compounds, and dispenses a variety of pharmaceuticals with little supervision; advises on drug selection and use among employees and patients; provides drug inventory controls; prepares the budget, maintains records, and orders supplies and drugs; and does related work.

Distinguishing Features : A Pharmacist is in charge of pharmaceutical supplies for the Medical Services Division of the Personnel Department. An employee of this class must be a registered Pharmacist since this employee dispenses drugs and fills prescriptions. The responsibility of planning, ordering, and distributing pharmaceutical supplies requires that a Pharmacist be familiar with division procedures. A Pharmacist works without technical supervision. However, records, reports, and completed work are subject to review by the Medical Director or an assistant.

Examples of Duties : Prepares, compounds, and dispenses a variety of drugs, solutions, medical powders, ointments, narcotics, hypnotics, and alcoholic preparations for internal and external usage; breaks down bulk pharmaceutical supplies into dispensable units; keeps narcotic, hypnotic and alcohol inventory under personal security; maintains special perpetual records concerning their use, as prescribed by federal and State laws;

Prepares preliminary annual budget estimates of pharmaceutical supplies; requisitions pharmaceutical supplies; determines substitutions for pharmaceutical items specified in requisitions which are not obtainable; advises purchasing agent of supply houses where materials are available; audits and signs invoices for final payment; verifies eligibility of patient to receive medication; determines appropriateness of prescribed medicine for covered City liability, maintains profiles and records, and reviews them for incompatibility and compliance; periodically surveys supplies as a precaution against expiration dates, deterioration, hazardous storage conditions, and an oversupply of inactive items; maintains supervision of an inventory of items received and dispensed; provides drugs for City jails and ensures that they are not outdated; assures that adequate pharmaceutical supplies are maintained; works closely with the management of the Medical Services Division in such matters as procedures, and the effectiveness and desirability of using new or certain types of pharmaceuticals; maintains pertinent reference material for medical staff; may supervise clerical and professional pharmacist staff; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles and practices of professional pharmacy in California; a good knowledge of the rules, regulations, laws, and ordinances related to supplying, recording, and dispensing pharmaceuticals; the ability to fill prescription orders

rapidly and accurately; the ability to estimate needs and prepare specifications for the purchase of drugs and special supplies; the ability to keep detailed and accurate records and to make clear and concise reports; and the ability to supervise pharmaceutical supply and record keeping activities.

Two years of experience as a registered pharmacist are required for Pharmacist.

Registration: Registration as a pharmacist with the California State Board of Pharmacy is required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing some of the duties in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.