ANNOUNCEMENT FOR OPEN TESTING

PHARMACEUTICAL CONSULTANT II (SPECIALIST)

CONTINUOUS TESTING

SY16-7994  2HAEE

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. 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.

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: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at https://jobs.ca.gov/pdf/STD678.pdf, and may be filed in person or by mail with:

By Mail:
DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Branch
Selection Unit
P.O. BOX 997411, MS 1300
Sacramento, CA  95899-7411

In Person:
DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Branch
Selection Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA  95814

Phone Number:  (916) 327-7284

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

FILING DEADLINE: Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously; and will notify and test applicants as needs warrant. However, pre-established filing dates are scheduled every three months. The filing dates are:


TESTING PERIOD: Once you have taken the examination, you may not retest for 12 months from the established list date.

SALARY RANGES: $6,261 - $9,056 per month

POSITION DESCRIPTION: Incumbents at this level function as staff specialists who develop policies for pharmaceutical services and benefits provided under medical care programs of the Department of Health Care Services; coordinate the development and promulgation of Department policies and regulations regarding the administration and reimbursement of drug-related programs and services and prescribing, procuring, manufacturing, and dispersing drugs; propose legislation; analyze legislation and make recommendations; prepare cost containment proposals and budget analyses, and serve as consultants on critical issues within the Department of Health Care Services.

Positions exist with the Department of Health Care Services in: Sacramento and Stockton

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/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). Applications/resumes received without this information will be rejected.

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 Care Services;

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.)

DESIRABLE CHARACTERISTICS: Willingness to travel throughout the state.

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 Department of Health Care Services 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, relative to job demands, each competitor's:

Knowledge of:
1. Drugs and durable medical equipment (infusion/enteral pumps) required in the operation of pharmacy and health care facilities to determine medical necessities.
2. Pharmaceutical chemistry, pharmacology, and toxicology to understand literature and/or make recommendations.
3. Drug utilization review and pharmaco-economics to determine medical necessities and maximize effectiveness of pharmacy program costs.
4. Policies, standards, and regulations applicable to the pharmaceutical programs and services, State Board of Pharmacy, California, and federal code of regulations to ensure compliance.
5. Medi-Cal Programs to develop policies and perform utilization management functions.
6. Principles of interrelationships of federal, state, and local professional and voluntary health and welfare agencies, and the programs and services of such agencies to ensure compliance.
7. Pharmaceutical drugs and drug utilization, pharmacy practice, and pharmaceutical services, which are required in health care facilities, including administrative, distributive, and clinical functions to ensure compliance.
8. Basic computer usage (e.g., MS Office Suites, Internet, and Intranet).

Skill to:
1. Formulate policies and standards for the pharmaceutical aspects of medical care programs to ensure state/federal regulations and requirements are being met.
2. Interpret and apply policies and standards for the pharmaceutical aspects of medical care programs.
3. Evaluate the quality and scope of pharmaceutical services provided under the program, in order to perform utilization management functions and provide services to beneficiaries.
4. Recognize, assess, and develop solutions to problems involved in the pharmaceutical aspects of medical care programs to resolve issues.
5. Analyze policy and budgetary situations accurately to take, or recommend, courses of action.
6. Develop relationships with multiple district offices, numerous evaluators, providers, consumers, outside governmental agencies, and provider organizations to maintain effective working relationships.

Ability to:
1. Communicate well orally to interact with effectiveness with the public, providers, departmental staff, and other governmental agencies.
2. Communicate effectively in writing to provide feedback to pharmacies, clinics, hospitals, etc.
3. Complete assignments in a timely and efficient manner to meet deadlines of federal and state mandates.
4. Analyze situations accurately, and take effective action without immediate supervision to ensure quality service to beneficiaries within the requirements of the Medi-Cal program.
5. Work independently to complete one’s own tasks.

Personal Characteristics:
1. Honesty – refrain from making statements or taking actions that are knowingly false, deceptive, or fraudulent.
2. Integrity, dependability, and good judgment.
4. Stress tolerant – calm under pressure; retain composure and ability to function in the face of anxiety-provoking circumstances.
5. Willingness to respect the opinions of others and work within a team setting.

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 open list will be established for use by the department(s) listed on this announcement. Names of successful competitors are merged into the list in order of the final scores regardless of date. Eligibility expires 24 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: Effective January 1, 2014, veterans’ preference will be awarded 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.

Directions for applying for veterans’ preference credits are provided on the Veterans Preference Application form (Std. Form 1093), which is available from the California Department of Human Resources or the department shown on this announcement.

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