



**ANNOUNCEMENT FOR OPEN TESTING  
PHARMACEUTICAL CONSULTANT I  
CONTINUOUS TESTING**

SY15 - 7975 9HACC

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) 345-7232

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

**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 two months. The filing dates are:

**February 28, 2020      April 30, 2020      June 30, 2020      August 31, 2020**  
**October 30, 2020      December 30, 2020**

**TESTING PERIOD:** Once you have taken the examination, you may not retest for **24** months from the established list date.

**SALARY RANGE:** \$5,963 - \$8,607 per month

**POSITION DESCRIPTION:** This is the journey person level in this series. Incumbents in this class either: (1) in a field office provide a full range of consultation services to staff consultants, physicians, nurses, fiscal intermediary representatives, and others as the services apply to the Medi-Cal

Program; review and monitor drug utilization under the Medi-Cal Program, including on-site review of pharmacy providers; and independently evaluate and approve or deny a full range of drug treatment authorization requests in the Medi-Cal Program; in the Audits and Investigations field office program, may occasionally assist in developing policies through participation on departmental task forces; or (2) in a headquarters office assist in evaluating pharmaceutical benefits; assist in monitoring drug utilization in medical care programs; provide advice and guidance to departments, agencies, and local jurisdictions throughout the state on the nature and scope of pharmaceutical services provided under medical care programs. Travel may be required in some positions.

Positions exist with the Department of Health Care Services **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/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, number of 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**

One year of experience (exclusive of internship) within the last five years in the practice of community or hospital pharmacy.

**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:** The examination will consist of an evaluation of Training and Experience (T&E) weighted 100%. No written test is required, and no interview will be conducted. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be emailed a training and experience examination.

**The examination will be sent to the email address listed on the application. Please ensure the email address on your application is correct. Candidates are responsible for regularly checking their emails, including SPAM/Junk folders, to ensure receipt of the examination, which will be sent via Survey Monkey.**

The examination is designed to elicit specific information regarding each candidate's training and experience relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training experience over and above that which is required under "Minimum Qualifications."

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a 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 training and experience beyond what is minimally required. Emphasis will be placed on measuring, relative to job demands, each competitor's:

**Knowledge of:**

1. Medical care administration to understand disease management
2. Pharmaceutical chemistry and pharmacology to understand literature and/or make recommendations
3. Pharmaceutical practice in health facilities, clinics, and home health agencies to understand the scope of practice
4. Medical diagnoses, significant laboratory findings, clinical descriptions, and other information pertaining to disease or illness
5. Advantages, disadvantages, alternative therapies, interactions, contraindications, etc. on all newly marketed drug items
6. Durable medical equipment, intravenous, enteral, and related medical supplies as it relates to medical care

**Skill to:**

1. Analyze and interpret data, policies, and procedures in order to arrive at logical conclusions or recommendations
2. Apply policies and standards for the pharmaceutical aspect of medical care programs
3. Use Microsoft Office Suite, internet, and intranet
4. Use the Departmental telephone systems

**Ability to:**

1. Communicate effectively orally to establish and maintain effective working relationships with employees and the public
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 mandates
4. Work independently to complete tasks on one's own

**Personal Characteristics:**

1. Adhere to the highest personal and professional ethical standards
2. Exercise initiative in problem identification and resolution
3. Maintain integrity, dependability, and good judgment
4. Adhere to departmental policies and procedures regarding attendance, leave, and conduct

**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. Names of successful competitors are merged into the list in order of final scores regardless of the 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