



**CALIFORNIA PRISON  
HEALTH CARE SERVICES**

**PHARMACY SERVICES MANAGER**

SY45/7996 – Exam Code: 0RC10

**OPEN – SPOT**

**CONTINUOUS TESTING**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

**EXAMINATION BASE**

**DEPARTMENTAL OPEN FOR:**

**California Prison Health Care Services (CPHCS)**

**DEPARTMENTAL SPOTS FOR:**

California Prison Health Care Services – Sacramento  
Central Region – Fresno County  
Southern Region – Kern County (Bakersfield)  
California Medical Facility – Solano County (Vacaville)

Positions currently exist with **California Prison Health Care Services in Sacramento, Central Region in Fresno, Southern Region in Kern County (Bakersfield), and California Medical Facility in Vacaville.**

**POSITION DESCRIPTION**

Under the supervision of the system-wide Chief of Pharmacy, the Pharmacy Services Manager administers and manages the pharmacy services, supervises the pharmacy and staff work of professional and ancillary pharmacy staff, and performs other related duties as required for multiple pharmacies or facilities with large comprehensive pharmacy services.

**WHO CAN APPLY**

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

**HOW TO APPLY**

Submit Examination Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination.

**By mail with:**

**California Prison Health Care Services  
Selection Services Section  
P.O. Box 4038, Suite 350  
Sacramento, CA 95812-4038**

**or In person with:**

**California Prison Health Care Services  
Selection Services Section  
501 J Street, Lobby Drop Box  
Sacramento, CA 95814**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

**Note: Only applications with an original signature will be accepted.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**APPLICATION DEADLINE/  
TESTING PERIOD**

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

**SALARY RANGE**

As of January 1, 2008:

**\$10,170 - \$10,679 Monthly – This salary range applies to Pharmacy Services Managers appointed to all adult institutions.**

**BENEFITS**

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

**MINIMUM QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Certificate:** Possession of a valid certificate of registration as a licentiate in pharmacy issued by the California Board of Pharmacy.

**AND**

**Either I**

One year of experience performing the duties of a Pharmacist II in the California state service.

**Or II**

Two years of experience performing the duties of a Pharmacist I in the California state service.

**Or III**

Three years of experience supervising the operation of a hospital pharmacy.

**Special Personal Characteristics:** Willingness to work in a State institution; freedom from communicable disease; willingness to travel within a geographical area.

**Applicants must indicate their Certificate number, title, and expiration date on their Examination Application (Std. Form 678).**

**EXAMINATION PLAN**

**EDUCATION AND EXPERIENCE - WEIGHTED 100%**

All applicants must meet the education and/or experience requirements for this examination at the time they file their applications.

This examination will consist solely of an evaluation of each candidate's experience and/or education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete his or her application. List all experience(s) relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining evaluation will be on measuring each competitor's competitiveness, relative to job demands, as follows:

**EXAMINATION PLAN  
(CONTINUED)**

**Scope:**

**A. Knowledge of:**

1. All licensing and accreditation standards as they relate to pharmaceutical services in State institutions.
2. Hospital pharmacy and general hospital operation.
3. Newer pharmaceutical technologies, such as computer systems.
4. Several drug distribution systems to include unit dose, individual prescription, floor stock and modifications of such.
5. Laws pertaining to dispensing and use of narcotics and poisons.
6. Patient-oriented services.
7. Budgeting and inventory processes.
8. Methods used in evaluating pharmacy effectiveness and efficiency.
9. Principles of effective supervision.
10. The department's affirmative action program objectives.
11. Manager's role in the affirmative action program and the processes available to meet affirmative action objectives.

**B. Ability to:**

1. Manage and be responsible for administering a central pharmacy.
2. Provide leadership and functional direction to other pharmacists.
3. Monitor for proper utilization of pharmaceuticals.
4. Develop and direct clinical pharmacy services.
5. Direct procurement of safe and effective pharmaceuticals.
6. Coordinate the administration of pharmacy budgets.
7. Supervise and instruct others in pharmaceutical work.
8. Keep records and prepare reports.
9. Analyze situations accurately and take effective action.
10. Effectively contribute to the department's affirmative action objectives.

**ELIGIBLE LIST  
INFORMATION**

The resulting eligible list(s) will be established to fill vacancies at **California Prison Health Care Services in Sacramento, Central Region in Fresno, Southern Region in Kern County (Bakersfield), and California Medical Facility in Vacaville**. The names of successful competitors will be merged onto the eligible list(s) in order of final scores regardless of test date. List eligibility expires 12 months after it is established. Competitors must then retake the Education and Experience examination to re-establish list eligibility.

**VETERANS POINTS/  
CAREER CREDITS**

Veteran's Preference Points will be not granted in this examination since it does not qualify as an entrance examination under the law. Career Credits will not be granted in this examination.

**GENERAL INFORMATION**

**Applications** are available at the State Personnel Board or their website at [spb.ca.gov](http://spb.ca.gov), local offices of the Employment Development Department, and at the California Prison Health Care Services.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**The California Prison 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Competitors 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. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

**Veteran's Preference:** California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

**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.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086**  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038  
[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

ARR/Rev 11/01/2011

**Pharmacy Services Manager**

**CONDITIONS OF EMPLOYMENT - CDCR ADULT & YOUTH FACILITY LISTING ONLY**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers** and/or you do not reply promptly to the contact, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, **once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

**TYPE OF APPOINTMENT YOU WILL ACCEPT**

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- (D) Permanent Full-Time**       **(R) Permanent Part-Time**       **(K) Limited-Term Full-Time**       **(A) Any**

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

**NOTE:** California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF."

- 3400 Headquarters**  
Sacramento, Sacramento County
- 4804 California Medical Facility**  
Vacaville, Solano County
- 7232 Central Region**
- 7233 Southern Region**

Please notify CPHCS promptly of any address changes or availability for employment at the following address: CPHCS, Human Resources, Selection Services Section, P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038.

(Rev date: 07/26/2010)