



PHARMACY TECHNICIAN

California Correctional Health Care Services

OPEN – CONTINUOUS FILING

Position Information

Positions currently exist statewide with the California Correctional Health Care Services.

Under the direct supervision of a pharmacist in a State correctional facility, the Pharmacy Technician assists in the operation of the facility pharmacy. Duties include the maintenance of drug and supply inventory and inventory records by ordering supplies; checking goods received against purchase orders, invoices, and requisitions, segregates, labels and stores pharmaceutical supplies, reviews pharmacy stock for expired drugs, picks up and delivers drugs, cleans equipment, shelves, and work areas; operates packaging machinery for unit dose or prepackaged dispensing system; types labels or medications and delivers to pharmacist for affixing; retrieves designated drug containers, maintains patient medication profiles; maintains records of prepackaged drugs; prepares unit dose cassettes for review by pharmacist; aids pharmacist in preparation of prescriptions and intravenous preparations, and does other service and technical pharmacy work which does not require licensure.

Salary and Benefit Information

Currently, as of July 1, 2015: \$3,128 - \$3,919 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

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.

Possession of a valid certificate of registration as a Pharmacy Technician issued by the State Board of Pharmacy set forth in Section 4115 and 4202 of the Business and Professions Code.

Registration requirements shall not apply during the first year of employment for a person employed or utilized as a Pharmacy Technician to assist in the filling of prescriptions for an inmate/youthful offender of a correctional facility or for a person receiving treatment in a facility operated by the State Department of Veterans Affairs. **And**

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

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.



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Minimum Qualifications (Continued)

Either I

Experience: One year of clerical work experience in a pharmacy relieving a pharmacist of clerical or subprofessional duties. Primary duties must have included stocking shelves with pharmaceutical supplies or typing pharmaceutical labels. [Experience in the California state service applied toward this requirement must be in a class at a level of responsibility not less than that of Office Assistant (General), Range B.]

(Academic education above the 12th grade may be substituted for the experience on the basis of one year of education of a science or mathematical nature being equivalent to six months experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.)

Or II

Education: Completion of an academic curriculum and formal on-the-job training program for Pharmacy Technician.

Special Personal Characteristics: Willingness to recheck one's own work and work within exacting and meticulous guidelines; personal hygiene that is consistent with a medical setting; and normal color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

Additional Desirable Qualifications: Education equivalent to completion of the 12th grade.

Examination Information

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE ASSESSMENT WEIGHTED 100%

Knowledge of:

1. Basic clerical, record keeping, and pharmaceutical office practices;
2. Basic pharmaceutical terminology;
3. Weights and measures;
4. Sterile techniques.



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Examination Information (Continued)

Ability to:

1. Follow meticulous written and oral instructions;
2. Read and write English;
3. Perform mathematical computations with accuracy;
4. Learn and distinguish subtle differences in pharmaceutical terminology;
5. Type accurately.

How to Apply and Test

The Application and Training and Experience Assessment are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Pharmacy Technician is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Experience Assessment on the internet by connecting to the following on-line instructions:

http://cphcs.hodesiq.com/bl_joblist.asp

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.

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

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Examination Services at (916) 691-5894 to make specific arrangements.

Eligible List Information

The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

Veteran's Preference and Career Credits

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.



General Information

Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. 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) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional 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 12th 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 to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs at <http://www.calvet.ca.gov/>. Veteran's Preference is not granted once a person achieves permanent civil service status.

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 Examination Information, call
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.

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