



COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 770-2768

Posting Date: October 14, 2009

JOB TITLE

PHARMACY TECHNICIAN

EXAM NUMBER

J5504H

FILING DATES

October 15, 2009 until needs are met

SALARY

\$2,617.45 - \$3,420.09 **MONTHLY**

POSITION INFORMATION

Positions allocable to this class work under the administrative supervision of a Pharmacy Supervisor/Chief and under the technical supervision of a licensed pharmacist. Pharmacy Technicians perform a variety of pharmacy duties requiring a working knowledge of specialized pharmacy subject matter, practices, and support functions related to their particular service setting. Pharmacy Technicians work within established technical standards and guidelines with all work checked by a Pharmacist.

ESSENTIAL JOB FUNCTIONS

- Assists the pharmacist to dispense medications by removing drug or drugs from stock; counting, pouring, or mixing pharmaceuticals; placing the product into a container; and affixing the label(s) to the container.
- Processes incoming prescriptions and physician drug orders by checking patient identification and completing prescription charges where necessary.
- Reads prescriber's medication chart orders; selects the medication(s); places the medication in appropriate patient medication drawer; and presents completed medication order to the Pharmacist for review.
- Reads the prescription or physician drug orders to determine the drug's name, strength, dosage form, quantity, and/or other special instructions written by the provider.
- Enters patient and prescription data into the Pharmacy computer system to generate labels and collates completed labels with corresponding prescriptions for filling.
- Initiates and maintains inpatient information records showing each medication name, dosage form, date, and method of administration ordered for patient.
- Receives and processes orders for parenteral solutions, preparing such solutions following set protocols and procedures; determines and measures amounts of drug(s) and solution(s) required; labels finished products.

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

SELECTION REQUIREMENTS

- Provides routine information to patients regarding prescriptions, refills, referrals, and procedural questions as directed by the Pharmacist.
- Performs packaging, manipulative, repetitive, or other non-discretionary prescription filing or related tasks while under the direct supervision and control of a Pharmacist.
- Assists the pharmacy supervisor/staff in the training of pharmacy technician trainees and other support staff as needed.
- Prepares and mixes various chemotherapeutic agents and related drugs following proper aseptic techniques and procedures.
- Replenishes the drugs in automated dispensing systems in addition to general maintenance, minor repairs and troubleshooting of the system when necessary.
- Delivers filled medication orders to the wards as directed; exchanges medication drawer/bins; requisitions and shelves replenishment stock and checks for outdated, deteriorated or contaminated drugs, overstock, and proper storage of pharmaceutical products requiring frequent bending, lifting, reaching, and carrying/moving drugs, such as intravenous solutions and medication cassettes weighing up to 35 pounds.
- Maintains periodic inventory of an assigned area of pharmacy stock; assists in inventory control procedures, audits, and reconciliations as required; assists in conducting pharmacy ward or clinic inspections.
- Uses a computer to receive pharmaceutical orders electronically; to verify orders received, and to complete transactions and receive data.
- Must possess a current California driver's license due to the need to travel to different pharmacy locations.

Certification as a Pharmacy Technician by the California State Board of Pharmacy.*

-AND-

Certification as a Pharmacy Technician issued by the Pharmacy Technician Certification Board (PTCB).**

Physical Class: 3 - Moderate:

Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

Licenses: A valid California Class "C" Driver License is required to carry out job-related essential functions.***

Special Requirement Information:

*Applicants must provide a copy of their certificate issued by the California State Board of Pharmacy **at the time of filing**.

Applicants must provide a copy of their certificate issued by the Pharmacy Technician Certification Board **at the time of filing.

*****License Information:** Successful applicants for this position will be

required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles and presented at the time of appointment. License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS THREE (3) OR MORE MOVING VIOLATIONS WITHIN THE PAST YEAR WILL NOT BE APPOINTED.**

APPLICANTS MUST PROVIDE THEIR DRIVER'S LICENSE INFORMATION ON SECTION 11 OF THE STANDARD COUNTY OF LOS ANGELES EMPLOYMENT APPLICATION, "LICENSE OR CERTIFICATE" SECTION, AT THE TIME OF FILING.

APPLICATIONS THAT DO NOT INCLUDE THE REQUIRED DRIVER'S LICENSE INFORMATION ON SECTION 11 OF THE STANDARD COUNTY OF LOS ANGELES EMPLOYMENT APPLICATION, "LICENSE OR CERTIFICATE" SECTION, AT THE TIME OF FILING WILL BE CONSIDERED INCOMPLETE AND SUBJECT TO REJECTION.

**SPECIAL
INFORMATION**

Shift: Any Shift

APPOINTEES WILL BE IN CONSTANT CONTACT WITH INMATES IN A JAIL ENVIRONMENT, AND MUST BE WILLING TO WORK AT ANY FACILITY AND ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor employment history; substance abuse; anyone on probation.

**VACANCY
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies within the Los Angeles County Sheriff's Department, Correctional Services Division, Medical Services Bureau.

**EXAMINATION
CONTENT**

This examination will consist of two (2) parts:

PART I - A written test covering knowledge of medication and knowledge of pharmacy calculations, conversions, and prescription codes weighted 50%.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates scoring 70% or higher on the written test will proceed to Part II.

PART II - An oral interview covering training, experience, and general ability to perform the duties of the position weighted 50%.

Only those candidates who achieve a passing score of 70% or higher in BOTH Part I and Part II of the examination, will be placed on the eligible register.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months from the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

All applicants are required to submit a Standard County of Los Angeles Employment Application, which must be submitted either online, in person, or by U.S. mail beginning on **Thursday, October 15, 2009**. You have the option of filing your application either through hard copy submission **-OR-** online (via electronic submission). **Please select only one method to file your application.**

THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME.

Instructions for Filing Online: A Standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically. Applications received electronically after 4:30 p.m. PST on the last day of filing will not be accepted. **TO APPLY ONLINE CLICK ON THE LINK BELOW THE FILING ADDRESS.**

Applicants who apply online must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 415-2580 within five (5) business days of filing online or by 4:30 p.m. PST on the last day of filing, whichever comes first. Please include your Name, the Exam Number, and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application for this examination will be accepted either in person or by U.S. mail on business days only, between 8:00 a.m. and 4:30 p.m., at the address listed below. A Standard County of Los Angeles Employment Application can be found at:
<http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

Applications filed at any other County location **will not** be accepted if they are not received at the below location by 4:30 p.m. on the last day of filing. Facsimiles of the application **will not** be accepted. For further information concerning this examination, please call the Professional Examinations Unit at (323) 526-5611, TTY (323) 260-5291 or (323) 267-6669.

The acceptance of your application will depend on whether you have clearly shown that you meet the SELECTION REQUIREMENTS at the time of filing. Of particular interest will be the breadth and length of experience in the areas covered under "SELECTION REQUIREMENTS". Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe

fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Sheriff's Department
University Centre Building- Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1779

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 526-5671.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5671. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.