



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



THIS ANNOUNCEMENT IS A REBULLETIN TO REVISE THE EXAMINATION INFORMATION AND SUPERSEDES BULLETIN NUMBER 770-2520, POSTED ON AUGUST 3, 2007. APPLICANTS WHO HAVE PREVIOUSLY APPLIED WITHIN THE LAST TWELVE (12) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION IF THEY WISH. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 770-2639

Posting Date: July 07, 2008

JOB TITLE	<u>PHARMACIST/PERMANENT</u>
EXAM NUMBER	J5512I
FILING DATES	August 06, 2007 until needs are met
SALARY	\$8,393.82 - \$9,356.00 MONTHLY \$8,645.91 - \$9,636.45 (Effective January 1, 2009)
POSITION INFORMATION	Positions allocable to this class provide professional pharmacy services to inmate patients confined in a correctional institution and provide technical supervision to support personnel in the performance of pharmacy duties.
ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none"> ● Provides expert information to physicians, inmate patients, and others about drugs and other pharmaceuticals with respect to such factors as the appropriateness of drugs in relation to the patient's condition and drug history; the choice of drugs including dosage form, quantity, methods of administration, and alternative therapy for drugs having undesirable side effects; the pharmacological characteristics of drugs including their effects on the human system and the condition being treated and their chemical interaction with other substances in the patient's system; and their physical characteristics such as compatibility with other drugs, forms in which they are or can be manufactured, and expected shelf life. ● Provides replenishment of drugs along with support and maintenance of pharmacy automation to ensure proper functioning and operation. ● Conducts or participates in the orientation and training of pharmacy students, pharmacy technician trainees, and other professional or technical staff in pharmaceutical principles, practices, operations, and standards. ● Participates in collecting and analyzing data related to medication errors, drug intervention, and adverse drug reactions and discrepancies associated with the Medication Administration Record (MAR). ● Screens prescriptions and medication orders for completeness, proper authorization, dosage and quantity, therapeutic compatibility, drug interactions and allergies and clarifies possible problems with appropriate medical staff. ● Selects, compounds, and dispenses drugs and other pharmaceutical products ordered by physicians, dentists, and other licensed medical practitioners, including the calculation and preparation of solutions for oral, external,

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intramuscular, and intravenous administration.

- Supervises or performs the preparation of drug labels and the affixing of labels to the proper containers: ensures the inclusion of appropriate directions for the timing, methods, and precautions to be observed in taking the medication; personally instructs inmate patients in the use of medications when indicated.
- Takes drug histories and participates as drug consultant with the medical staff and patients in the selection of drug therapy for individual patients, including choice of medications, dosage, strength, frequency and method of administration.
- Monitors the condition of patients through observation of physical or laboratory reactions to drug therapy and reports findings to attending physician, suggesting changes in drug therapy as indicated; is assigned management of chronic disease patients subject to periodic review by medical staff, as required.
- Participates in the planning and conduct of drug reviews by developing protocols for and conducting studies of serum concentrations of specific drugs and their relationship to control of certain diseases; conducts drug administration aspects of drug review projects and prepares reports of findings.
- Provides technical supervision to Pharmacy Helpers, Technicians, and Intern Pharmacist in the prepacking of pharmaceuticals.
- Develops, maintains, and supervises the operation of all drug distribution systems including the maintenance of appropriate controls; notes and reports quality deficiencies of drug products; ensures that pharmaceuticals are properly ordered, stored, kept up-to-date, and protected from deterioration.
- Provides technical supervision to nonprofessional and support personnel in the performance of a variety of pharmacy duties.
- Attends and actively participates in meetings, conferences, and seminars for the purpose of upgrading professional skills and sharing information on recent developments in the fields of pharmacology and pharmaceuticals.
- Utilizes pharmacy and other medication-related jail health information systems.
- Serves as an expert during audits (e.g. California Department of Health Services, California State Board of Pharmacy, California State Office of Aids, Auditor Controller, Private Auditors, and California Department of Corrections for Title 15 Inspectors).
- Ensures and verifies medications dispensed to inmate patients are in proper containers (no glass, plastic or metal which are considered contraband items in the jail).
- Assists with the on-going maintenance of the drug formulary (list of all drugs stocked at Los Angeles Sheriff's Department jail facilities).
- Conducts budget compliance activities (for instance, tracking of expenditures, what drugs are being purchased, track drug usage by geographical area to determine what facility spends the most money, track what drugs are being used more frequently).

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**MINIMUM
REQUIREMENTS**

A license to practice as a Registered Pharmacist issued by the California State Board of Pharmacy.*

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: *Applicants **MUST** submit a copy of their original California State License to practice as a Pharmacist **AT THE TIME OF FILING**.

**SPECIAL
INFORMATION**

Shift: Any Shift

APPOINTEES WILL BE IN DIRECT CONTACT WITH INMATE PATIENTS IN A JAIL ENVIRONMENT TO DISPENSE MEDICATIONS AND PROVIDE PHARMACEUTICAL INFORMATION.

APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING DAYS (6:00 AM TO 2:00 PM), EVENINGS (2:00 PM TO 10:00 PM), AND/OR GRAVEYARD/EARLY MORNINGS (10:00 PM TO 6:00 AM), WEEKENDS, AND HOLIDAYS.

APPOINTEES MUST WORK IN A JAIL ENVIRONMENT, INCLUDING HAVING TO REMAIN IN THE JAIL FACILITY FOR AN UNSPECIFIED AMOUNT OF TIME AFTER THEIR SHIFT HAS ENDED DUE TO LOCK-DOWN (TEMPORARY SECURITY PROCEDURE THAT MAXIMIZES CONTROL OF A FACILITY BY LIMITING INMATE AND EMPLOYEE MOVEMENT).

APPOINTEES ARE REQUIRED TO WORK IN DIFFERENT GEOGRAPHICAL AREAS WITHIN LOS ANGELES COUNTY.

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 credit history; poor employment history; substance abuse; anyone on probation.

**VACANCY
INFORMATION**

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

**EXAMINATION
CONTENT**

This examination will consist of an interview weighted 100%. The interview will cover training, experience, and general ability to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

NOTE: If you have taken the Pharmacist Hourly/Temporary (J5512J) exam interview within the last twelve (12) months, you are not eligible to retake the interview for this examination. However, your interview test score from the Pharmacist Hourly/Temporary (J5512J) examination can be transferred to this examination. To transfer your score, please advise the Professional Examinations Unit in writing, at the time of filing.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in this 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. This examination will remain open until the needs of the service are met and is subject to closure at any time without prior notice. You have the option of filing your application either hard copy submission -OR- Online (via electronic submission). **Please select only one method to file your application .**

Instructions for filing Online: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received 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. on the last day of filing, whichever comes first. Please include your Name, the Exam Number, and the Exam Title on the 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 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/JobInfo/empapp.pdf>.

Applications filed at any other County location will not be accepted if they are not received at the below location. Facsimiles of the application will not be accepted. For further information concerning this examination, please call Personnel Administration, Professional Examinations Unit at (323) 526-5611, TTY (323)260-5291 or (323) 267-6669. All interested personnel are encouraged to obtain a copy of the examination bulletin before applying for this position. Copies of the bulletin are available at the front counter, University Centre Building, and at <http://2-intranet-sql/masterexamscalendar/access/index.asp>.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Minimum 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, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, 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=1241.

**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

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Discharge or Separation from Active Duty, or other official documents issued by the 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.