City and County of San Francisco Department of Human Resources
Eligible List

List ID:	056533 CBT Discrete			**List Type:**	E-6
Class:	2406 Pharmacy Helper			**Scope:**	
Working Title:					
Post:	9/16/2010	**Cert Rule:**	Rule of Three Scores	**Duration:**	12
Inspection Start:	9/17/2010	**Inspection End:**	9/21/2010	**Adoption:**	Tentative

Rank	Score	Last Name	First Name	Middle	Duration of Eligibility
1	1000	CLARK	KEVIN	A	
1	1000	CURTIS	DEBRA	D	
1	1000	FONTILLAS	VICTOR		
1	1000	KWONG	FRANKIE	H	
1	1000	LIM	KHIN		
2	950	FARLEY JR.	WILLIAM	A	
2	950	GAGE JR.	HOLLAND		
2	950	GAO	SAM	Z	
2	950	LAKDAWALA	MOHAMED SHEJAD		
2	950	LEIGH	ARMANDO	F	
2	950	MCGEE	MALLORY		
2	950	MONCHEZ	CARLOS	M	
2	950	OCHOA	DENNIS	J	
2	950	VALDEZ	GERALD	R	
2	950	WAN	BENNY		
3	850	BEREHE	RAHEL	H	
3	850	CHAN	PAULO		
3	850	DRAGWA-TOLERICO	THOMAS	J	
3	850	GARCIA	MARIANO		
3	850	GEMINIANO	ANALYN	D	
3	850	GONZALEZ	MARICELA		
3	850	RECINOS	SAUL	E	
4	750	ARAGON	CHRISTIAN	S	
4	750	CHENG	SHARON		
4	750	WONG	CLAYTON		

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SAN FRANCISCO

2406 Pharmacy Helper
Recruitment #CBT-2406-056533

Department:	**Public Health**
Analyst:	**Hadas Desta**
Date Opened:	**7/23/2010 8:00:00 AM**
Filing Deadline:	**7/30/2010 5:00:00 PM**
Salary:	**$52,598.00 - $63,934.00/year**
Job Type:	**CBT Discrete**
Employment Type:	**Full-Time**

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INTRODUCTION

2406 PHARMACY HELPER
DEPARTMENT OF PUBLIC HEALTH

GENERAL JOB DESCRIPTION:
Under immediate supervision, the Pharmacy Helper performs inventory, delivery and housekeeping activities for the Pharmacy Department. Essential functions include: filling requisition orders, picking up, delivering, checking off, unpacking and storing cases of drugs and containers of pharmaceuticals; helping in the ordering of drugs; taking and maintaining inventory levels of pharmaceuticals in the pharmacy and IV solutions in the Inpatient Nursing Units; and washing and rinsing bottles and various other pharmacy containers. The Pharmacy Helper also performs other duties as required.

MINIMUM QUALIFICATION:
Six (6) months of experience in a pharmacy, laboratory, warehouse or hospital ward/clinic, receiving, unpacking, moving, stocking, delivering, materials and supplies, taking and maintaining inventory levels, and/or performing housekeeping chores.

NOTE:
During the probationary period, employees will be required to demonstrate ability to:
(a) operate a computer keyboard to perform Pharmacy Helper assignments such as helping to order drugs; AND
(b) push, pull, lift and carry boxes of drugs and other pharmacy containers weighing up to 50 lbs.

Failure to demonstrate these abilities may result in dismissal and /or termination from employment.

WORKING CONDITIONS:
These positions require pushing and pulling objects, lifting, carrying boxes of drugs and other supplies. Also, the work requires bending and stooping.

HOW TO APPLY:

Applications for this examination will be accepted through our on-line process ONLY (see instructions below). Additionally, computer kiosks are available for public use from 8:00 a.m. to 5:00 p.m. Monday through Friday, in the lobby of the Department of Human Resources at One South Van Ness Avenue, 4th Floor, San Francisco.

To begin the application process visit www.jobaps.com/sf or www.sfdph.org/dph/comupg/aboutdph/jobs/

- Click and select CBT-2406-056533 Job announcement

- Click on "Apply" and read and acknowledge the information
- Click on "I am a NEW USER" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
- Follow instructions given on the screen

Applicants must either scan required verification documents under the "other" tab of the application or submit verification documents by fax to 415.206-5383; by mail to: Department of Public Health, Merit System Division, Attn: Class 2406 Pharmacy Helper, 2789 – 25th Street, 3rd Floor, San Francisco, CA 94110.

VERIFICATION:
Verification of Experience: Verification (proof) of qualifying experience must be submitted with the application at the time of filling. All experience needed to qualify must be on the employer's letterhead indicating the name of the applicant, job title, dates of employment, hours per week, duties performed, and must be signed by the supervisor and/or appropriate representative. City employees do not need to submit verification of qualifying City work experience if experience gained is from the class to which appointed. Credit for experience obtained outside of the employee's class will only be allowed if recorded in accordance with the provisions of Civil Service Commission Rules. City employees relying upon qualifying work experience gained outside the City and County of San Francisco must submit written verification of such experience as described above.

Verification of experience may be waived if impossible to obtain. The applicant must 'request a waiver of verification of qualifying experience' by submitting a signed statement with the application explaining why verification cannot be obtained. 'Requests for waiver of verification of qualifying experience' will be considered on a case-by-case basis. Failure to submit the required verification of experience or requests for waiver of verification with the application at the time of filing may result in rejection of the application.

All statements made on the application or subsequent documents required under this examination announcement are subject to verification.

SELECTION PROCEDURES:
The hiring department may administer additional position-specific selection procedures to make final hiring decisions.

EXPERIENCE EVALUATION: Weight
100%
Information provided by the qualified applicant in the submitted application materials and supplemental questionnaires will be evaluated in terms of duration and relevance to 2406 Pharmacy Helper, job related knowledge, skills and abilities for placement on the eligible list.

CERTIFICATION RULE:
The certification rule for the ranked eligible list resulting from this examination will be the Rule of Three Scores. The duration of the eligible list resulting from this recruitment process will be twelve months and may be extended with the approval of the Human Resources Director.

NOTES:
1. Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.
2. Qualified candidates with disabilities requiring reasonable accommodation for this examination process must contact the examination analyst by phone at (415) 206-5424 [voice] or if hearing impaired, (415)557-4810 [TDD], or in writing at the filing address listed on the front page (specify class 2406), as soon as possible.
3. General information concerning City and County of San Francisco employment policies and procedures may be found at the Department of Human Resources website under Employment Information. This information is part of the terms of this announcement and can be accessed online at: http://www.sfdhr.org/index.aspx?page=20
4. San Francisco City and County employees will NOT receive credit for experience obtained outside of their classification unless recorded in accordance with the provisions of the Civil Service Rule 110.9.1.
5. Prior to appointment, at the Department's expense, applicants may be required to take a TB screening test and/or medical examination.
6. Remember to indicate: Attn: 2406 Pharmacy Helper on all correspondence.

ENTRANCE

ISSUED: July 23, 2010
RECRUITMENT LIST ID NO: CBT-2406-056533
DEPARTMENT OF PUBLIC HEALTH
415.206.5424 (hd)

MICKI CALLAHAN, DIRECTOR
DEPARTMENT OF HUMAN RESOURCES

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

We encourage you to submit your application on-line as this is the preferred application method. If you experience difficulties, please contact the exam analyst at the phone number listed on the above announcement.

Contact us via conventional means.

You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

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