NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: June 16, 2015
Re: Notice of Proposed Classification Actions –Final Notice No. 76 FY 14/15 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective June 16, 2015.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 76
Fiscal Year: 2014/2015
Posted Date: 06/08/2015
Reposted Date: N/A

THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>2409</td>
<td>Pharmacy Technician</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


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    Alex Koskinen, Controller/ Budget Division
    E-File
Title: PHARMACY TECHNICIAN
Job Code: 2409

INTRODUCTION

Under the supervision of a pharmacist, the Pharmacy Technician supports the provision of pharmaceutical care to patients served by the San Francisco Department of Public Health. Assists Pharmacists in performing nonprofessional duties in an institutional pharmacy; receives, inspects, stores, and fills orders for pharmaceutical supplies. Nature of work involves continuous close attention to detail and some exposure to disagreeable elements.

DISTINGUISHING FEATURES

The Pharmacy Technician is distinguished from the lower class, Pharmacy Helper in that the former is responsible for assisting pharmacists in carrying out existing methods and procedures for the operation of an institutional pharmacy. The Pharmacy Helper is responsible for the inventory and stocking of pharmaceutical supplies.

SUPERVISION EXERCISED

None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Maintains drug stock levels; verifies drug deliveries against invoices; inspects and stores drugs.

2. Receives, fills and delivers medicinal orders to clinics and wards; prepares, compounds, and mixes drugs and pharmaceuticals; refills prescriptions for patients; prepares prescriptions for pharmacists to check and complete; maintains patient drug profiles.

3. Records all necessary information for billing patients for medication; prices prescriptions and requests payment when indicated.

4. Prepackages and labels non-compounded or stock drugs for delivery.

5. Delivers controlled drugs, narcotics and alcohol; maintains control records.

6. Prepares individual unit-doses and delivers to appropriate unit for dispensing; prepares unit-dose injectables; mixes I.V. solutions; compounds ointments, oral medications, special capsules and liquids.

7. Performs housekeeping duties in connection with maintaining work area in a neat and orderly fashion.
Title: PHARMACY TECHNICIAN
Job Code: 2409

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a good knowledge of: The methods and procedures involved in the proper handling, dispensing and storing of pharmaceutical materials; basic labeling, measuring and weighing devices.

Requires ability to: Make accurate arithmetical computations; understand and carry out oral and written instructions; keep accurate records; lift and move heavy objects.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

One (1) year of experience (in the last 5 years) assisting in the preparation of drug and pharmaceutical items in a licensed pharmacy. License and Certification:

Possession of a valid Pharmacy Technician License/Registration issued by the California State Board of Pharmacy.

Substitution:

Possession of a valid Intern Pharmacist License/Registration issued by the California State Board of Pharmacy may substitute for the required experience and license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To : No normal lines of promotion

From: Entrance examination
Title: PHARMACY TECHNICIAN
Job Code: 2409

ORIGINATION DATE: 9/17/1973
AMENDED DATE: 6/16/2015

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN