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: 21
Fiscal Year: 2015/2016
Posted Date: 08/24/2015
Reposted Date: 09/22/2015

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

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>2450</td>
<td>Pharmacist</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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


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
    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
INTRODUCTION

Under general supervision, performs a number of professional pharmaceutical duties to assure quality patient care, appropriate drug therapy, and compliance with all applicable regulations in the compounding of drugs and dispensing of medicines and medical preparations in a large institution pharmacy; may supervise pharmacy helper support personnel; and performs related duties as required.

DISTINGUISHING FEATURES

Class 2450 Pharmacist is distinguished from class 2454 Clinical Pharmacist in that the latter is assigned to a specialty practice or clinical service and has more varied duties. It is distinguished from class 2453 Supervising Pharmacist in that the latter is responsible for supervising and administering a specialized unit, area, shift or function of a large pharmacy.

SUPERVISION EXERCISED

May supervise support personnel.

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.Reviews, processes, compounds, prepares, labels, and dispenses medication orders and prescriptions.

2.Monitors drug therapy for appropriateness, contraindications, interactions, adverse effects and therapeutic/toxic dosing.

3.Communicates drug information and/or medication counseling to patients and health care personnel.

4.Performs quality assurance by conducting drug use evaluations and medication area inspections.

5.Maintains accurate and thorough documentation of patient care activities.

6.Supervises support personnel, as required.

1. Compounds, prepares and labels medications and preparations as directed by prescription.

2. Dispenses narcotic and hypnotic drugs in compliance with federal and state law.

3. Checks pharmacy regular and reserve stock and stock at ward nursing stations for the purpose of keeping inventories stable and eliminating drugs which are outdated or
otherwise deemed unsatisfactory for use.

4. Maintains records required by law on ward nursing stations; requisitions, hypnotic and narcotic prescriptions, and out-patient prescriptions.

5. Incidentally maintains a drug literature file for the use of pharmacists and other institutional staff.

6. May answer questions on drug medication as to dosage, incompatibilities, various forms, toxicity, etc. for doctors, nurses, interns and student nurses.

7. Incidentally maintains a hospital formulary which is adopted and under control of the medical staff.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a thorough knowledge of: modern methods and procedures used in the practice of pharmacy, including the United States pharmacopoeia and national formulae; laws regulating the practice of pharmacy, therapeutic/toxic dosing, drug interactions, contraindications, and adverse effects of drug therapy.

Requires skill and ability to: prepare and maintain accurate, routine reports and records; supervise the work of subordinate pharmacy helpers/support personnel and judge the adequacy of their work performance; communicate effectively orally; use professional judgment to make decisions, problem solve, and prioritize activities; use initiative and act independently.

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:

Requires completion of a four-year college or university with a baccalaureate degree in pharmacology.

Experience:

Requires at least one year of professional experience in the compounding and dispensing of prescribed drugs, or an equivalent combination of training and experience.

License and Certification:

Requires possession of a current certificate as a licentiate in pharmacy valid Registered Pharmacist license issued by the California State board of pharmacy.
Title: Pharmacist  
Job Code: 2450

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: Senior Pharmacist-2453 Supervising Pharmacist  
From: Original Entrance Examination

ORIGINATION DATE: 1/12/1961

AMENDED DATE: 09/XX/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):