NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: September 30, 2015

Re: Notice of Proposed Classification Actions –Final Notice No. 21 FY 15/16 (copy attached).

Pursuant to completion of discussion with SEIU 1021 regarding this classification action, the classification action contained in the above referenced notice became effective September 30, 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
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.

<table>
<thead>
<tr>
<th>Posting No:</th>
<th>21</th>
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<tbody>
<tr>
<td>Fiscal Year:</td>
<td>2015/2016</td>
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<tr>
<td>Posted Date:</td>
<td>08/24/2015</td>
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<tr>
<td>Reposted Date:</td>
<td>09/22/2015</td>
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</tbody>
</table>

AMEND 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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<tbody>
<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
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INTRODUCTION

Under general supervision, performs professional pharmaceutical duties to assure quality patient care, appropriate drug therapy, and compliance with all applicable regulations; may supervise 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.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: laws regulating the practice of pharmacy, therapeutic/toxic dosing, drug interactions, contraindications, and adverse effects of drug therapy.

Ability and Skill to: prepare and maintain accurate, routine reports and records; supervise the work of support personnel and judge the adequacy of their work performance; communicate effectively
Title: Pharmacist  
Job Code: 2450

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:

Experience:

License and Certification:

Requires possession of a valid Registered Pharmacist license issued by the California State Board of Pharmacy.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 2453 Supervising Pharmacist

From: Original Entrance Examination

ORIGINATION DATE: 1/12/1961

AMENDED DATE: 09/30/2015

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