



## EMPLOYMENT OPPORTUNITY

**CLASS: 2409**                      **TITLE: PHARMACY TECHNICIAN**  
(glw2)

**SALARY: \$2,314 - \$2,813 Biweekly**

**DEADLINE: November 6, 2009**  
**POSTED: October 23, 2009**

### **JOB DESCRIPTION:**

The Community Behavioral Health Services (CBHS) Pharmacy is accepting applications for one (1) **full-time** position in class 2409 Pharmacy Technician. **SHIFT:** Monday through Friday, day shifts.  
**LOCATION:** 1380 Howard Street Pharmacy

*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.*

**Appointment Type:** Permanent and Provisional applicants encouraged to apply. Provisional applicants must participate in a Civil Service examination for this job classification to become permanent.

### **ESSENTIAL DUTIES:**

Under the supervision of a Pharmacist, the Pharmacy Technicians support the provision of pharmaceutical care to patients served through Community Behavioral Health Services. Essential duties include:

- Accurately preparing, compounding and mixing drugs and pharmaceuticals;
- Prepackaging and labeling drugs;
- Preparing medication labels;
- Recording information for billing;
- Maintaining accurate pharmacy records;
- Maintaining drug and pharmaceutical stock levels; inspecting and storing stock;
- Delivering, retrieving and exchanging medications;
- Providing information to staff, patients and health care professionals;
- Orienting and training new personnel;
- Performing other duties as assigned/required.

### **MINIMUM QUALIFICATIONS:**

1. One (1) year of verifiable work experience within the last five (5) years assisting in the preparation of drugs and pharmaceutical items in a licensed pharmacy and possession of a valid Pharmacy Technician License/Registration issued by the California State Board of Pharmacy; **OR**
2. Possession of a valid Intern Pharmacist License/Registration issued by the California State Board of Pharmacy.

**CONTINUED**

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### Note:

Information concerning registration as a Pharmacy Technician or an Intern Pharmacist may be obtained from the California State Board of Pharmacy, 400 R Street, Suite 4070, Sacramento, CA 95814, (916) 445-5014, [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov)

### Condition(s) of Employment:

Employees will be required to demonstrate and maintain ability to:

- Lift pharmaceuticals and supplies weighing up to thirty (30) lbs.; AND
- Operate a typewriter or computer keyboard at the rate of twenty-five (25) words per minute.

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

**Verification/Waiver: Verification of qualifying licensure, experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.**

### DESIRED QUALIFICATION(S):

- Recent experience with billing Medi-Cal and other third party payors, dispensing medications in bubble packs, ordering from pharmacy wholesalers, training other technicians/interns.
- Basic competence in using the following software: Word, Excel, Access or Filemaker Pro
- Excellent oral and interpersonal skills

### APPLICATION PROCEDURE:

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to Gloria Lee Wilder, Pharmacy Director, 1380 Howard St. Rm. 130, San Francisco, CA 94103 by November 6, 2009. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25<sup>th</sup> Street, LHH Human Resource Services, 375 Laguna Honda Boulevard or the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. [www.sfdph.org](http://www.sfdph.org)

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS  
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer  
Women, Minorities, and Persons with Disabilities are encouraged to apply*

HR USE ONLY: JOB CATEGORY 500

POSTED: October 23, 2009

# 2409 PHARMACY TECHNICIAN SUPPLEMENTAL APPLICATION (SELF-CERTIFICATION CHECKLIST)

This checklist will be used to assist in evaluating candidates' ability to meet a portion of the minimum qualifications and working conditions. This information will also be made available to departmental personnel and management staff to assist in their hiring decisions.

**I understand that I must submit a signed, dated, and completed Supplemental Application (Self-Certification Checklist), in addition to all required verification documents in order to be considered for appointment.**

Yes       No

Are you able to (you must check only one box per question):

1. Utilize a desktop computer to perform assigned duties?

Yes       No

2. Type at a speed of twenty-five (25) wpm or faster?

Yes       No

3. Lift **and** carry materials up to thirty (30) lbs?

Yes       No

4. Work days, evenings, nights, weekends, and holidays hours when necessary?

Yes       No

5. I further understand that I will be required to demonstrate the above-mentioned skills and abilities during the probationary period.

Yes       No

6. **CERTIFICATION:**

I hereby certify that I am the author of this survey and that all information is true. I understand that any false or incorrect statement may result in my disqualification from the 2409 Pharmacy Technician Examination and/or dismissal from employment with the City and County of San Francisco. I also understand and agree that any information provided is subject to verification.

Yes       No

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_