



COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 2007-195-261

Posting Date: October 31, 2007

Salary Updated: September 29, 2008

<b>JOB TITLE</b>	<b><u>PHARMACY SERVICES CHIEF II</u></b>
<b>EXAM NUMBER</b>	Y5529H
<b>FILING DATES</b>	November 01, 2007 until needs are met
<b>SALARY</b>	\$8,229.82 - \$10,794.27 <b>MONTHLY</b> \$8,476.36 - \$11,117.91 <b>MONTHLY</b> (Effective January 1, 2009) <b>Note: Incumbents receive an additional 5.5% Manpower Bonus.</b>
<b>BENEFITS</b>	Paid Sick Benefits - Paid Holidays - Paid Vacation Days - Varied Scheduling Options - Health & Dental Plans - Life Insurance Plans - Defined Benefit Retirement Plan - Spending Accounts - Retirement Plan - Paid Jury Duty - Direct Deposit - Bereavement Leave - Optional Tax Deferred Savings Plan (Horizons) with Matching County Contributions in addition to the Retirement Plan - Optional Healthcare Spending Account - Optional Dependent Care Spending Account - Additional Pay Differential for Evening and Night Shift Work.
<b>ESSENTIAL JOB FUNCTIONS</b>	Develops and monitors policies and procedures governing pharmacy operations within the general framework of ambulatory care or hospital services procedures and established professional standards; monitors quality and quantity of work through subordinate supervision and takes corrective action as necessary; interviews and selects supervisory and professional pharmacy personnel; plans, assigns, and evaluates the work of subordinates; interprets and applies overall facility administrative policies in directing pharmacy operations; develops and supervises the interpretation and enforcement of policies and procedures designed to promote the appropriate use of drugs; presents recommendations on drug formulary additions or deletions to the facility's Pharmacy Therapeutics Committee; oversees implementation of clinical pharmacy services and medication management; reviews and trends medication events to identify opportunities for system improvement; develops proposed solutions to problems of staffing, space, equipment, and service levels; prepares budget requests and monitors expenditures; oversees the ordering of drugs, supplies, and equipment necessary to provide pharmacy services and interviews manufacturers' representatives regarding the purchase of drugs, equipment, and supplies; plans and implements information systems for recording and maintaining data on drug usage including costs; designs, maintains, and coordinates with other patient care and administrative services programs for the control of narcotics and other controlled or restricted drugs and the enforcement of appropriate security measures.

Department of Health Services: Address: 5555 Ferguson Drive, Suite 200-01, City of Commerce, CA 90022  
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 974-0911

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

<p><b>MINIMUM REQUIREMENTS</b></p>	<p>One year's experience supervising pharmacists, including responsibility for planning and implementing pharmacy procedures.</p>
<p><b>DESIRABLE QUALIFICATIONS</b></p>	<p><b>Physical Class: 2 - Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p> <p><b>Licenses:</b> A license to practice as a Registered Pharmacist issued by the California State Board of Pharmacy.</p> <ul style="list-style-type: none"> <li>● Doctorate degree from an accredited university* in pharmacy.</li> <li>● Knowledge of regulatory standards (i.e., Joint Commission, Title 22 National Patient Safety Goals and Drug Enforcement Administration.)</li> <li>● Management and oversight of clinical pharmacy services</li> </ul> <p>*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are transcripts from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.</p>
<p><b>SPECIAL INFORMATION</b></p>	<p><b>Shift:</b> Any Shift Appointees may be required to work any shift including evenings, nights, weekends and holidays.</p> <p>Please make sure to fill out the Certificate/License Section of your application and give the title of the required license/certificate and its number, date issued, date of expiration and the name of the issuing agency as specified in the Selection Requirements. <b><u>Please attach a copy of the required license/certificate to your application at the time of filing.</u></b> Applications submitted without the required evidence of licensure will be considered incomplete until such information is provided. Original license <b>MUST</b> be presented during the selection process and prior to appointment.</p>
<p><b>VACANCY INFORMATION</b></p>	<p>The resulting eligible register from this examination will be used to fill vacancies within the Department of Health Services as they occur.</p>
<p><b>EXAMINATION CONTENT</b></p>	<p>This examination will consist of an interview covering education/training, experience, personal fitness and general ability to perform the duties of the position, weighted 100%.</p>
<p><b>ELIGIBILITY INFORMATION</b></p>	<p><b>Candidates must achieve a passing score of 70% or higher on the examination in order to be added to the eligible register.</b></p> <p>The names of candidates receiving a passing grade on the examination will be placed on the Eligible Register and, unless appointed, will appear in the order of their score group for a period of at least twelve (12) months following the date of eligibility.</p> <p><b>No person may compete in this examination more than once every twelve (12) months.</b></p> <p style="text-align: center;"><b>*** IMPORTANT INFORMATION ***</b></p>

## APPLICATION INFORMATION

You have the option of filing a standard County of Los Angeles Employment Application either Hard Copy Submission -OR- Online. Please select only **one** method to file your application.

**Instructions for Hard Copy Submission:** The standard County of Los Angeles Employment Application is available at the filing location below -OR- download the application at <http://dhr.lacounty.info/> (use this only if not filing online). Employment applications will be accepted on business days only, Monday through Friday between 8:00 a.m. and 5:00 p.m., PST. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice. Applications must be received, either in person or through the mail, at the location below.

**Instructions for Filing Online:** The standard County of Los Angeles Employment Application for this examination can be completed online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **Applicants who apply Online, must either upload required documents as attachments at the time of filing or fax a photocopy of the required documents to (323) 869-0942 within five (5) business days of filing Online.** Please include your Name, the Exam Number and the Exam Title on faxed documents. TO APPLY ONLINE GO TO:  
[http://easier.co.la.ca.us/easier/Applicant/applicant/\\_logon.cfm?exid=456](http://easier.co.la.ca.us/easier/Applicant/applicant/_logon.cfm?exid=456).

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements at the time of filing. Please complete information, including dates for education and jobs held which relate to this position. It is to your advantage to fill out your application completely and correctly so that you will receive full credit for your related education and experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

Department of Health Services  
Human Resources-Recruitment and Examining Office  
5555 Ferguson Drive, Room 200-01  
City of Commerce, CA 90022  
(323) 890-7924

On-Line Filing: To file On-Line,  
[https://easier.co.la.ca.us/easier/Applicant/applicant\\_logon.cfm?exid=456](https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=456).

## DISABILITY ACCOMMODATIONS

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 869-7112.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 869-7112. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL OPPORTUNITY EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT ELIGIBILITY INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY  
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.