

# COUNTY OF SOLANO

## CLASS SPECIFICATION

### PHARMACY SPECIALIST

#### CLASS SUMMARY:

Under general supervision, coordinates the development, implementation, maintenance and evaluation of the Strategic National Stockpile (SNS) Pharmaceutical Program Plan for Solano County; develops, reviews and maintains the program's Medical Countermeasure Management Plan and supporting documentation for the annual State Technical Assistance Review; and develops program proposals to meet State and Federal funding requirements.

#### DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Health Services Manager** class which organizes, directs and supervises the activities of one or more health clinic(s) or public health program(s) to serve a population group within the County and assists in the development, implementation and evaluation of policies and procedures related to clinic operations and/or program activities; and the
- **Emergency Medical Services Coordinator** class which plans, organizes and evaluates basic and advanced pre-hospital life support components of the Solano County Emergency Medical Services (EMS) System; researches and makes recommendations regarding pre-hospital care services based on laws and regulations; and writes and reviews new policy related to paramedics, EMT's and other pre-hospital personnel.

#### SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a supervisor or manager in the Emergency Services Bureau in the Medical Services Division, Department of Health and Social Services.
- No supervision is exercised over others.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Coordinates the development, implementation, maintenance, and evaluation of the Strategic National Stockpile (SNS) Pharmaceutical Program Plan for Solano County and develops reviews, and maintains the program's Medical Countermeasure Management (MCM) Plan and supporting documentation for the annual State Technical Assistance Review by performing the following:
  - developing program proposals to meet State and Federal funding requirements;
  - administering and overseeing specially funded activities and functions related to the above plans;
  - developing drills and exercises, such as discussion-based exercises and operations-based exercises compliant with the Homeland Security Exercise and Evaluation Program; preparing after-action reports and coordinating corrective action plans;

- maintaining and updating related policies and procedures for the Strategic National Stockpile (SNS) Pharmaceutical Program Plan and the Medical Countermeasure Management (MCM) Plan;
- working closely with Federal, State and local planning partners to ensure integration of response plans, and communication plans;
- developing and providing training to healthcare community partner organizations, such as just-in-time training procedures for Point of Dispensing (POD) operations;
- conducting annual Local Technical Assistance Reviews;
- providing pharmaceutical-based information to the Division leadership;
- working in coordination with healthcare community partner organizations to establish Point of Dispensing (POD) sites within Solano County to achieve rapid and effective dispensing of SNS and MCM materials;
- developing and implementing plans and procedures for the receipt, staging, storing, dispensing, responding to recalls, removing due to expiration, etc. of pharmaceuticals and materials; and
- planning for and coordinating the transportation and dispensing of SNS/MCM pharmaceuticals and supplies.
- Managing inventory to account for and control items procured, including control and management of vaccine, antivirals, and antibiotics.
- Working with Division leadership to secure and properly make available vaccines at vaccination clinic drills/exercise as required by grant deliverables.
- Preparing reports including data on registered users and activity and updates made to the SNS plan.
- May consult with pharmacists employed by the California Department of Public Health to in providing guidance and direction to local health jurisdictions.
- May measure, pour, weigh and count medicines
- Performs other duties of a similar nature or level as assigned.

**EDUCATION AND EXPERIENCE:**

- **Education:** One of the following:  
Associate's degree or higher from an accredited college with a major in Pharmacy Technology,  
OR  
Completion of a course of training specified by the State of California Board of Pharmacy,  
OR  
Graduation from a school of pharmacy recognized by the Board of Pharmacy,  
OR  
Certification by the Pharmacy Technician Certification Board
- AND**
- **Experience:** Two years of full-time paid experience as a Pharmacy Technician preferably in a public health facility or hospital setting, preferably including at least one year of experience in an emergency or disaster planning environment.

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## **LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Applicants are required to possess a valid California Pharmacy Technician license issued by the California Department of Consumer Affairs, Board of Pharmacy.
- Applicants are required to possess a valid California Driver's License, Class C.

**Note:** All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Pharmaceutical terminology.
- Characteristics, strengths, and dosage forms of pharmaceuticals.
- Pharmaceutical systems of weights, measures and calculations.
- Pharmaceutical procedures and techniques.
- Inventory control procedures and records.
- Laws, rules and regulations governing pharmacy technician activities and the handling and storage of pharmaceuticals including controlled substances.
- Appropriate dosing, administration and adverse reactions for a variety of pharmaceuticals including medical countermeasure pharmaceuticals and for the Federal Chemical Hazards Emergency Medical CHEMPACK program pharmaceuticals.
- Laws, regulations, principles, practices and policies applicable to public health, emergency preparedness and response planning.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner, such as trainings.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

### **Skill and/or Ability to:**

- Develop and implement operational policy, procedures and protocol.
- Understand, interpret and apply applicable laws, regulations and policies and use good judgment in their application.
- Measure, pour, weigh and count medicines to the appropriate dose.
- Perform basic mathematical computations.

- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Participate in determining the appropriate course of action in stressful and/or emergency situations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Collaborate with other health professionals.
- Communicate and organize projects involving a broad spectrum of personnel and community resources.
- Represent the division in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications such as Kirby Lester tablet counter, the California Health Alert Network and the ReddiNet System.

**PHYSICAL REQUIREMENTS :**

- **Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** This class typically requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. This class requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas.

**WORKING CONDITIONS:**

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Work in a medical clinic facility:** Employees in this class will be working in a medical clinic facility and thus will be subject to exposure to chemicals, toxic agents, blood and other bodily fluids, and communicable diseases. There may also be occasional exposure to extreme temperatures, inadequate lighting, and work space that restricts movement.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

**OTHER REQUIREMENTS:**

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to attend meetings with Federal, State and community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.
- Elder Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 15630 of the California Welfare and Institutions Code relating to elder abuse reporting.

**CLASS HISTORY AND CLASS INFORMATION:**

- Date Approved by the Civil Service Commission: October 18, 2016
- Date Adopted by the Board of Supervisors: November 1, 2016
- Class Code: 433330