

DUTY STATEMENT
 DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: MH	Date: 01/01/2026
Employee Name	Division Medical Director		
Position No / Agency-Unit-Class-Serial 455-427-5157-001	Unit Pharmacy		
Class Title Analyst I - Pharmacy	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	Work Week Group 2	Class Ranges A, B, C
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES: Under supervision of the Pharmacy Services Manager, perform work of average difficulty in a wide variety of consultative and analytical work in broad range of assignments to assist in the administrative functions of the Pharmacy.			
40%	Procurement, Contracts and Invoices Assist in tracking contracts, reconcile and track expenditures and invoices of the pharmaceutical purchases. Analyze, research, and submit pharmaceutical related purchasing. Ensure pharmaceutical contract compliance and renewal annually. Evaluate purchasing trends and usage patterns to maintain appropriate inventory levels. Communicate with contracted services and follow up on pending work orders for Pharmacy equipment including Automated Dispensing Devices (ADD), repackaging machines, refrigerators and freezers used to store pharmaceuticals. Complete procurement packets including justification and purchasing orders for pharmacy supplies and products. Assist procurement in the writing of contracted services and renew them as needed.		
20%	Administrative Support for the Pharmacy Department Continuously monitor expiration dates for the Pharmacy license, Drug Enforcement Administration (DEA) license, pharmacy technicians, and pharmacists' licenses. Facilitate posting of updated pharmacy policies to the Pharmacy intranet site and maintain continuous updates to the pharmacy intranet webpage. Act as the Technology Services Department Account Manager; evaluate equipment replacement as needed and process service requests for work orders needed in the Pharmacy Department. Schedule Pharmacy related meetings, takes minutes for Pharmacy and Therapeutics Committee (P&T), Antimicrobial Stewardship Program (ASP).		
15%	Training Coordinator Act as the Training Coordinator to assist with annual training of all Pharmacy		

	employees. Analyze training compliance reports, provide monthly and annual reports to Pharmacy Management to ensure compliance with all DSH required trainings. Act as the Area Specific Safety Coordinator, communicating safety risks to the Committee and performing ergonomic assessments.
15%	<p>Data Analysis and Formulary Management</p> <p>Coordinate reporting, analyzing, and distributing trends and findings of Adverse Drug Reaction (ADR), Medication Variance Reporting (MVR), Vaccines Adverse Event Reporting System (VAERS), and Medication Room Inspection. Analyze non-Formulary prescribing patterns and reports usage to Pharmacy and Therapeutics Committee. Updates manufacturer and acquisition costs. Create summary reports of Medication Room Inspection finding and distribute to departments.</p>
5%	<p>Medication Recall</p> <p>Review all medication recalls notifications by tracking lot numbers and National Drug Codes (NDC). Follow procedures to remove and return recalled products appropriately. Document actions and prepare reports for Pharmacy Management.</p>
5%	<p>Other Duties as Assigned</p> <p>Miscellaneous duties and special assignments to be completed upon management request.</p>
Other Information	<p>Supervision Received: Pharmacy Services Manager</p> <p>Supervision Exercised: None</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.</p> <p>ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during work.</p> <p>REQUIRED COMPETENCIES</p>

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Knowledge of Joint Commission and other external standards affecting Pharmacy functions.

Knowledge of license verification issued by the Department of Consumer Affairs (DCA) for the professions listed under license type.

Knowledge of Department of State Hospitals – Atascadero training procedures for hired Pharmacy employees and contractors.

TECHNICAL COMPETENCIES

Computer Skills, e.g., Microsoft Word, Excel, Access, printers; internet skills; Outlook email skills.

LICENSE OR CERTIFICATION
N/A

TRAINING CATEGORY - 4
The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS:

Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.
The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee Signature _____
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature _____
Date

Reviewing Supervisor's Signature _____
Date

**Physical Requirements of Position
Analyst I (5157) Pharmacy**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmates, patients, or clients		X				
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.			X			
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting					X	
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)			X			
Pushing & Pulling		X				
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)	X					
Computer use (keyboard, mouse)					X	
Walking on uneven ground	X					
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					