

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-154-7982-008				
UNIT NAME AND CITY LOCATED Medical Services – Central Fill Pharmacy Sacramento, CA		CLASSIFICATION TITLE Pharmacist I				
		WORKING TITLE Pharmacist I				
		COI Yes ☒ No ☐	WORK WEEK GROUP 2	CBID R19	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8364 Rovana Circle, Sacramento, CA 95828				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the direction of the Medical Services, Pharmacy Services, Central Fill Pharmacy Pharmacist II, the Pharmacist I performs pharmacy duties related to the clinical use of medication packaging and dispensing of drugs and pharmaceuticals for inpatient and outpatient use.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)					
	ESSENTIAL FUNCTIONS					
35%	Oversee Pharmacy Technician activities to include pre-packaging and other quality assurance; collaborative delivery of pharmacy services to inpatients and outpatients; repackaging of medications; assuring proper medication received from the Central Fill Pharmacy (CFP), storage, inventory and inventory controls for medication storage areas; records maintenance, dispensing activities and inspections.					
30%	Prior to dispensing prescriptions, completes clinical review for appropriateness, safety, and potential drug interactions; reviews physician orders, patient's charts and medication regimens, and orders entered into the pharmacy operating system for clinical rational safe medication use; fills prescriptions for dispensing.					
15%	Completes a final product check for immediate needs and inpatient medications dispensed; completes inventory control, drug procurement and quality assurance duties as needed.					

10%	Advises and consults with physicians and specialists on drug matters that are pertinent to the proper prescribing/dispensing of medications to optimize drug therapy, patient safety and efficiency; participates in inter-disciplinary team meetings to provide input on pharmacotherapy.
10%	Supports health care staff training, in-service, inspections, and monitoring; oversight and monitoring of controlled substance/narcotics; attends meetings, performs special assignments and other related work as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Compounding of prescriptions and stock pharmaceutical preparations; drugs, chemicals, and pharmaceutical supplies required in the operation of a dispensary; laws pertaining to dispensing and use of narcotics and poisons; principles of effective supervision; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives. <i>Ability to:</i> Compound prescriptions and stock pharmaceutical preparations; supervise the work of others; keep records and prepare reports; analyze situations accurately and take effective action; assimilate and provide information on drugs and their actions; effectively contribute to the department's affirmative action objectives. DESIRABLE QUALIFICATIONS LICENSE REQUIREMENT Possession of a valid certificate of registration as a licentiate in pharmacy issued by the State Board of Pharmacy. SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT - CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position must be reasonably expected to exert up to 40 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves standing most of the time, in addition to frequent walking and sitting for brief periods of time. SPECIAL PERSONAL CHARACTERISTICS - Willingness to work in a State institution and freedom from communicable diseases; willingness to work as a team member with other professional staff; willingness to provide patient-oriented services. - Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. - Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. - Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. - Ability to build trust, improve communication, and assist with the transformation of correctional culture.
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>	
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE
DATE	

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE