

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-620-7979-918				
UNIT NAME AND CITY LOCATED Medical Services – Central Fill Pharmacy Sacramento, CA		CLASSIFICATION TITLE Pharmacy Technician				
		WORKING TITLE CalAIM Pharmacy Technician				
		COI Yes ☒ No ☐	WORK WEEK GROUP 2	CBID R20	TENURE LT	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (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 direct supervision of the Pharmacist II, the Pharmacy Technician performs basic services in a pharmacy and technical duties which do not require licensure. The Pharmacy Technician assists in maintaining pharmacy operations and assists the pharmacists in preparing prescriptions and maintains records and inventories of drugs, poisons, and narcotics in accordance with Department policies and federal and State laws and regulations.						
% 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					
40%	<u>Develop Central Fill FDA Required Repackaging Recipes</u> Upon converting existing and new Medi-Cal compliant NDCs, the pharmacy technician collaborates with the pharmacist to develop a comprehensive recipe log for drug repackaging. This includes detailing heat temperatures, package templates, and machinery run speeds. The technician performs quality control to ensure there is no breakage in pills, empty pockets, or double fills, optimizing machinery speeds for efficiency. Additionally, the technician coordinates with the Medi-Cal Central Fill Pharmacist to update the FDA Repackaging Recipe Log and reorder new templates as needed, ensuring all processes remain compliant and efficient.					
30%	<u>Medi-Cal Eligible Manual Repackaging Support</u> In coordination with AHP repackaging, the pharmacy technician assists in manual strip packaging and HCL repackaging when drug contracts or NDCs are removed from AHP repackaging. This effort					

20% 10%	is aimed at maximizing Medi-Cal eligibility for Central Fill dispensing. The technician ensures that all manual repackaging processes are conducted accurately and in compliance with Medi-Cal requirements, supporting the overall goal of maintaining a high standard of medication management and dispensing. <u>Central Fill Dispensing</u> Assists in the repackaging and dispensing of medications as needed, particularly during increases in the volume of Medi-Cal eligible medications. The technician supports the Central Fill operations by ensuring that all medications are packaged and dispensed correctly, adhering to established protocols and Medi-Cal eligibility criteria. This includes operating and maintaining repackaging machinery, conducting regular checks to ensure accuracy, and addressing any issues that arise during the dispensing process. <u>Additional Duties</u> Performs other related duties as required, contributing to the overall effectiveness and efficiency of the Central Fill pharmacy team. This includes participating in team meetings, assisting with special projects, and providing general support to pharmacists and other pharmacy staff as needed. The technician ensures that all activities are conducted in compliance with Federal and State laws, as well as organizational policies and procedures, maintaining high standards of integrity and professionalism. Actively seeks opportunities for professional development, staying current with changes in regulations, best practices, and advancements in pharmacy technology to enhance the quality of services provided.
	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. <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; and assimilate and provide information on drugs and their actions. DESIRABLE QUALIFICATIONS OTHER DOMAINS 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 will be expected to frequently lift, carry, push, pull or move objects weighing up to 40 pounds with or without an accommodation. This position involves frequent standing and walking. 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. • Willingness to recheck one's own work and work within exacting and meticulous guidelines. • Personal hygiene that is consistent with a medical setting and normal color vision adequate to successfully perform the job as measured by Ishihara Pseudo-Chromatic Plate Test or for

	persons failing the Ishihara, the Farnsworth D-15 Arrangement Test. • 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. • 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.	
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>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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