DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	435-213-7979-XXX
UNIT NAME AND CITY LOCATED	CLASSIFICATION TITLE
Pharmacy – Institution – PVSP, Coalinga	Pharmacy Technician
	WORKING TITLE

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☐				

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
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-in-Charge (Pharmacy Services Manager or Pharmacist II) and the professional supervision of a pharmacist, the Pharmacy Technician performs nondiscretionary tasks and technical duties that are part of pharmacy operations. The Pharmacy Technician assists in preparing medication orders; coordinating the medication supply chain; and maintaining records and medication inventory in accordance with policies, 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
30%	Assists in the preparation of medication orders. Processes refill requests through the electronic health record system in coordination with other health care staff. Prepares, fills, and/or repackages medication orders, prescriptions, and clinic stock from pharmacy inventory accordingly. Assists in delivery/returns to and from clinics. Ensures that all required documentation is complete and filed.
30%	Works with pharmacists to review and manage non-pharmacy medication storage areas, including assessing reorder points. Prepares orders from pharmacy, fills, delivers and restocks non-pharmacy medication storage area stocks. Organizes and stocks medication storage locations including medication cart drawers with proper sorting and labeling. Assists in maintenance of medication related supply and distribution records for non-pharmacy medication storage areas.

25%	Assists the pharmacist in medication inventory management for Automated Drug Delivery Systems (ADDS). Orders from pharmacy, fills, delivers and restocks ADDS medications. Assists the pharmacist in report retrieval/audits and reviews.
10%	Oversees day-to-day medication supply chain. Conducts inventory maintenance in pharmacy medication storage areas, including assessing reorder points. Places orders with vendors and the Central Fill Pharmacy for medications and supplies. Receives incoming pharmaceuticals, ensures that invoices correctly represent incoming orders, and completes all necessary documentation steps. Retrieves, maintains, updates, and files pharmacy records. Coordinates the transportation of vendor deliveries from the delivery location to the pharmacy. Checks the appropriateness of pharmacy medication storage conditions and assists in resolving any deviations. Segregates, labels, and stores pharmaceutical supplies. Maintains organization and cleanliness of equipment, shelves, and work areas. Manages pharmacy inventory for outdates. Manages system issues.
5%	Performs other duties in the pharmacy or clinic as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Basic clerical, record keeping, and pharmaceutical office practices; basic pharmaceutical terminology; weights and measures; and sterile techniques.

Ability to: Follow meticulous written and oral instructions; read and write English; perform mathematical computations with accuracy; learn and distinguish subtle differences in pharmaceutical terminology; and type accurately.

DESIRABLE QUALIFICATIONS

Education equivalent to completion of the 12th grade.

LICENSE REQUIREMENT

Possession of a valid certificate of registration as a Pharmacy Technician issued by the State Board of Pharmacy set forth in Section 4115 and 4202 of the Business and Professions Code (after one year of employment).

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 otherwise move objects weighing up to 40 pounds.

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, the incarcerated, or the public.

SPECIAL PERSONAL CHARACTERISTICS

- 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 HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
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