DUTY STATEMENT

Employee Name:	
Classification: Pharmacist I	Effective Date:
Working Title: Pharmacist	Position Number: 312-700-7982-001
Collective Bargaining Unit: R 19	Work Location: 8670 Younger Creek Sacramento, CA 95828
Division/Branch/Unit: Disaster Medical Services	Tenure/Time Base: Permanent / Full Time

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

Emergency Medical Services Authority (EMSA) is responsible for the equitable coordination, administration, and integration of the statewide emergency medical services system to reduce suffering and save lives throughout California.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers, or in EMSA's field Mission Support Teams to provide assistance in emergency response and recovery activities. EMSA staff are required to complete emergency management and Incident Command System training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

Under direction of the Program Manager III, the Pharmacist I will work with Disaster Medical Services programs and various Federal, State, and local agencies involved in terrorism and emergency response preparedness planning to ensure a coordinated, multidisciplinary Statewide effort to ensure adequate emergency pharmaceutical response. Responsible for maintaining pharmaceutical caches for deployment with EMSA's California Medical Assistant Teams (CAL-MAT).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☒ DMV Pull Notice Required
- ☐ Background Check and/or Fingerprinting Clearance
  - ☐ Custodian of Record
- ☐ Medical Clearance
- ☒ Travel Required: 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Possession of a valid certificate of registration as a licentiate in pharmacy issued by the State Board of Pharmacy.
- ☒ Telework Eligible: This position may be eligible for telework. The amount of telework permitted is at the discretion of the Department and is subject to change.
- ☐ Other:

Essential Functions (including percentage of time)

35% Responsible for developing and updating operational plans and procedures to facilitate the activation and deployment of pharmaceuticals for California Medical Assistant Teams (CALMAT) across the state. Obtains and maintains all necessary Federal and State permits and licenses for compliant storage by EMSA. Oversees and assists in the preparation and dispensing of drugs and pharmaceuticals, ensuring accurate filling of prescriptions.

Accountable for maintaining proper drug and chemical supplies, adhering to stringent guidelines for handling and record keeping of drugs and narcotics as required by State and Federal law. Ensures security, proper storage, handling, and record keeping of drugs, poison, and narcotics based on state and federal regulations.

30% Maintains and manages inventory assuring adequate and efficient inventory management and compliance and participation in inventory control programs. Ensures the security of drugs stored within the pharmacy, clinics and all other medication areas; maintains inventory and records of controlled drugs and other drugs as required by Department policies and State and Federal laws. Ensures that

system-wide Pharmacy Policy and Procedures manuals are available to pharmacy as well as nursing and provider and other healthcare staff.

20% Audits all medication areas, ensure all drugs and medications are stored and properly handled, in compliance with Department policies, State and Federal law and regulations. Maintains the integrity of pharmaceutical management and ensure safety of patients, EMSA employees, and other State and Federal partners. Maintains pharmacy records, prepare various reports, and provide information as requested. Works in collaboration with other health care providers to establish, improve, and implement safe and sanitary practices.

10% Participates in multi-disciplinary programs, committees, meetings, and functions as required by the department. Active involvement in various initiatives fosters collaboration and contribute to organizational success. Stay informed with up-to-date and evidence-based practices in pharmacy management.

Marginal Functions (including percentage of time)

5% Performs other related duties, special assignments, projects, and occasionally travels as required in order to fulfill the EMSA mission, goals, and objectives as it relates to emergency preparedness and disaster medical response.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature:		Employee's Signature:	

HRD Use Only:
Approved By: CB
Date: 10/26/26