DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Medical Services - Pharmacy	CLASSIFICATION TITLE Pharmacist II				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
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 general direction of the Chief of Pharmacy and the Chief Executive Officer, the Pharmacist II plans, organizes, and manages the work performed in the facility's pharmacy services and supervises the work of the pharmacy staff. The Pharmacist II supervises, instructs in the preparation and dispensing of drugs and medications, reviews and transcribes patient charts and medications, and ensures proper handling and record keeping of drugs, poisons, and narcotics in accordance with Department policies, 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%	Plans, supervises, and coordinates the institution's pharmacy services and the work of the pharmacy staff. Responsible for the proper control and distribution of the drugs and medicines prescribed and dispensed to patients. Supervises and trains pharmacy staff in preparing and dispensing controlled substances. Ensures security, proper storage, handling, and record keeping of drugs, poisons, and narcotics are stored as required by federal and State laws and regulations. Maintains accurate records and ensures they are available when needed. Advises and consults with physicians and specialists regarding drug matters and the proper prescribing and dispensing of medications to patients. Performs monthly audits of the medication areas in the facility. Provides patient information and counseling, provides drug information to physicians and nurses, and

	contacts and confers with physicians regarding questions or issues with prescriptions.
35%	Develops and maintains an inventory system to ensure adequate and efficient control of the controlled substances and comply with Departmental policies, federal and State laws, and regulations. Ensures that the pharmacy is adequately staffed during hours of operation, schedules pharmacy staff, and assigns duties as appropriate to promote the efficient operation of pharmacy services. Supervises, monitors, and evaluates staff performance and provides feedback to staff on a timely basis. Plans and implements staff training and development programs.
20%	Maintains pharmacy records, prepares various reports, and provides information as requested. Works in collaboration with other health care providers to establish, improve, and implement safe and sanitary practices. Participates in meetings with other disciplines to discuss the delivery of safe and effective drug therapy. Participates in committees, seminars, and meetings with professional affiliations.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Compounding of prescriptions and stock pharmaceutical preparations; drugs, chemicals, and pharmaceutical supplies required in the operation of a dispensary; principles of effective supervision; operation of a large hospital; laws pertaining to dispensing and use of narcotics and poisons; principles of facility pharmacy operation and management; and patient-oriented services. *Ability to:* Compound prescriptions and stock pharmaceutical preparations; manage the pharmacy or one or more major pharmacy services programs for a large hospital; lead, supervise, and instruct others in pharmaceutical work; keep records and prepare reports; analyze situations accurately and take effective action; and work as a team member when necessary. **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 will be expected to frequently lift, carry, push, pull, or move objects weighing up to 40 pounds. This position involves frequent standing and walking. **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