DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-154-7979-027
UNIT NAME AND CITY LOCATED Medical Services, Central Fill Pharmacy Sacramento	CLASSIFICATION TITLE Pharmacy Technician
	WORKING TITLE Pharmacy Technician

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☒	2	R20	LT	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 Medical Services, Pharmacy Services, Central Fill Pharmacy Pharmacist I, the Pharmacy Technician is responsible for assisting in the operation of the Pharmacy and maintaining pharmaceutical and drug supply inventory and inventory records within the Central Fill Pharmacy.

% 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
45%	Operates repackaging, sorting, and prescription filling machinery, and completes related record keeping to all functions. Ensures medications are properly prepared for filling prescriptions and dispensing and repackages medications.
35%	Within the pharmacy, maintains drug and supply inventory and related records, orders supplies to maintain established stock levels, checks goods received against purchase orders, invoices and/or requisitions, Segregates, labels, and stores pharmaceutical supplies. Reviews pharmacy stock for expired drugs. Maintains inventory control and record keeping.
15%	Prepares and processes medications for shipping, including but not limited to, strapping and shrink wrapping. Prepares empty drug bottles and cardboard for recycling. Operates machinery, including but not limited to, manual pallet jack and baler. Cleans equipment, shelves, and work areas.

5%	Performs special assignments and other related duties as required.

KNOWLEDGE AND ABILITIES

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

DESIRABLE QUALIFICATIONS

Education equivalent to the completion of the 12th grade.

OTHER DOMAINS

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION 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. Registration requirements shall not apply during the first year of employment for a person employed or utilized as a Pharmacy Technician to assist in the filling of prescriptions for an inmate of a correctional facility.
- 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 pounds of force occasionally and/or a negligible amount of force frequently or constantly 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 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 the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth 0-15 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.

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
