



RECEIVER'S CLINICAL EXECUTIVE (SAFETY) PHARMACY SERVICES

OPEN – CONTINUOUS FILING

Position Information

Position currently exists at Headquarters in Elk Grove.

Pharmacy services are provided via licensed pharmacies in local institutions supported by headquarters pharmacy leadership and the statewide Pharmacy and Therapeutics Committee. The pharmacy executive is responsible for statewide procurement and for a statewide coordinated system for inventory control, distribution and storage of all medications in compliance with federal and state laws and regulations, as well as for the planning, operations, policy, personnel, quality, and financial functions described in the typical tasks.

Salary and Benefit Information

Currently, as of July 1, 2013: **\$7,881 - \$12,673**

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications

Possession of a current and unencumbered license or credential appropriate for the given discipline, e.g., license or certification by the California Board of Pharmacy, American Registry of Radiologic Technology (AART), California Department of Public Health Laboratory Field Services, California Board of Optometry, California Board of Podiatric Medicine, California Board of Respiratory Care, Commission on Dietetic Registration, California Board of Physical Therapy, California Board of Occupational Therapy, California Board of Speech-Language Pathology and Audiology. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.)

and

Five years of clinical experience appropriate for the given discipline in a comprehensive medical setting, at least two years of which must have been over a defined program with full authority to hire, evaluate, conduct quality reviews, and have responsibility for practical practice development and discipline.

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are an Equal Employment
Opportunity employer to all
regardless of race, color, creed,
national origin, ancestry, sex, marital
status, disability, religious or political
affiliation, age, or sexual orientation.



**Receiver's Clinical Executive
(Safety) - Pharmacy Services**

*California
Correctional Health
Care Services' vision is to
provide constitutionally
adequate medical care to
patient-inmates of the California
Department of Corrections and
Rehabilitation within a delivery
system the State can
successfully manage and
sustain.*

Special Personal Characteristics: Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of patient-inmates; and be tactful and patient.

Special Physical Characteristics: 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, forensic clients, patients, inmates, or the public.

Additional Desirable Qualifications: Clinical experience in a correctional facility; and experience in health care program design and development.

Examination Information

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT
WEIGHTED 100%**

Required Core Competencies:

- Professional/technical expertise
- Customer and patient focus
- Teamwork
- Valuing diversity
- Managing performance
- Leadership
- Planning and organizing
- Organizational savvy
- Process improvement
- Developing others
- Managing change
- Strategic view
- Assessing talent
- Relationship building
- Negotiating
- Handling conflict
- Oral communication



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Examination Information (Continued)

How to Apply and Test

The Application and Training and Experience Assessment are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Receiver's Clinical Executive (Safety) Pharmacy Services is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Experience Assessment on the internet by connecting to the following on-line instructions:

http://cphcs.hodesiq.com/bl_joblist.asp

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Selection Services Section at (916) 691-5894 to make specific arrangements.

Eligible List Information

The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 48 months after it is established, unless the needs of the service and conditions of the list(s) warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

Veterans Points and Career Credits

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.



General Information

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Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.