

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PHARMACIST MANAGER

JOB DESCRIPTION

Employees in this job direct professional Pharmacists and paraprofessionals in completing a variety of assignments in state medical or correctional facilities involving the compounding, dispensing, and preservation of drugs and medicines prescribed by medical personnel. The employee works within general methods and procedures, and exercises considerable independent judgment to select the proper course of action. The work requires knowledge of the policies, procedures, and regulations of the facility's pharmaceutical program, and managerial techniques, personnel policies, and procedures.

There are two classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Pharmacist Manager-2

Pharmacist Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title - Pharmacist Manager-3

Pharmacist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Consults with staff Physicians on the use, characteristics, and effects of drugs.

Maintains custody and control of narcotics.

Obtains drugs, medications, and supplies for surgery, dental services, x-ray, physiotherapy, clinical laboratory, central supply, and hospital.

Maintains stocks of medicines in the central pharmacy and at various supply points throughout the institution.

Serves as a member of the pharmacy committee anticipating future usage of medical supplies.

Directs the maintenance of inventories and purchase contracts for medical or hospital supplies; interviews pharmaceutical sales personnel.

Participates in drug research and experimentation programs and related public information activities.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Some knowledge of training and supervisory techniques.

Some knowledge of equal employment opportunity policies and procedures.

Some knowledge of employee policies and procedures.

Some knowledge of labor relations.

Thorough knowledge of the principles and practices involved in the compounding and dispensing of prescriptions.

Thorough knowledge of the calculation of doses and the preparation and use of percentage and stock solutions.

Thorough knowledge of pharmaceuticals, drugs, narcotics, and poisons.

Thorough knowledge of the basic sciences underlying pharmacy, such as chemistry, biology, and physics.

Thorough knowledge of pharmacy, drug, narcotic, and related laws of the state.

Thorough knowledge of stock control and record keeping related to the work.

Thorough knowledge of the processes concerned in the manufacture of pharmaceutical preparations.

Ability to instruct, direct, and evaluate employees.

Ability to assume responsibility for the operation of a facility pharmacy.

Ability to fill prescriptions and prepare official drugs and standard medications.

Ability to recognize physical, chemical, and therapeutic incompatibilities.

Ability to analyze and understand Physicians', Dentists', or other medical personnel's oral and written orders involving standard symbols and terminology.

Ability to apply pharmaceutical laboratory techniques.

Ability to participate in drug research activities.

Ability to maintain accurate records and prepare reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Typical work activities involve frequent and prolonged periods of standing and walking.

Some jobs are located in a correctional, mental health, or hospital facility, or social services agency.

Typical work activities may involve some exposure to aggressive clientele.

Some jobs require an employee to work in adversarial situations.

Some jobs require direct contact with prisoners.

Physical Requirements

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

Education

Possession of a bachelor's degree in pharmacy.

Experience

Pharmacist Manager 13

Four years of professional experience equivalent to a Pharmacist, including two years equivalent to a Pharmacist P11 or one year equivalent to a Pharmacist 12.

Pharmacist Manager 14

Five years of professional experience equivalent to a Pharmacist, including three years equivalent to a Pharmacist P11, two years equivalent to a Pharmacist 12, or one year equivalent to a Pharmacist Manager 13 or Pharmacist Specialist 13.

Special Requirements, Licenses, and Certifications

Full Michigan licensure to engage in the practice of pharmacy.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PHARMAMGR

Job Code Description

PHARMACIST MANAGER

Position Title

Pharmacist Manager-2

Pharmacist Manager-3

Position Code

PHARMGR2

PHARMGR3

Pay Schedule

NERE-111

NERE-112

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09/09/2018