

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PHARMACIST SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a pharmacy program or specialty area, or as an administrative assistant to an administrator. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title - Pharmacist Specialist-2

Pharmacist Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Pharmacist Specialist-3

Pharmacist Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

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.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Determines pharmaceuticals program needs in a state facility and coordinates with medical and nursing service requirements.

Compounds and dispenses drugs and medicines prescribed by Physicians, Dentists, or other authorized medical personnel.

Manufactures pharmaceutical preparations and fills orders to supply facility resident areas.

Makes and approves substitutions of comparable drugs for drugs with trade names.

Prepares solutions and sterile vehicles.

Consults with staff physicians in the use, characteristics, and effects of drugs.

Monitors stocks of drugs and chemicals.

Procures drugs, medications, supplies, etc. as required.

Responds to inquiries concerning drug contents, dosages, etc.

Maintains records and prepares reports of all narcotics and alcohol dispensed.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

Knowledge of the principles and practices involved in the compounding and dispensing of the prescriptions.

Knowledge of the calculation of doses and the preparation and use of percentage and stock solutions.

Knowledge of pharmaceuticals, drugs, narcotics, and poisons.

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

Knowledge of pharmacy, drug, narcotic, and related laws of the state.

Knowledge of stock control and record keeping related to the work.

Knowledge of the processes concerned in the manufacture of pharmaceutical preparations.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others effectively.

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 Specialist 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 Specialist 14

Five years of professional experience equivalent to a Pharmacist, including three years equivalent to a Pharmacist P 11, two years equivalent to a Pharmacist 12, or one year equivalent to a 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

PHARMASPL

Job Code Description

PHARMACIST SPECIALIST

Position Title

Pharmacist Specialist-2

Pharmacist Specialist-3

Position Code

PHARSPL2

PHARSPL3

Pay Schedule

H21-024

H21-025

SA

10/25/2015