

INSPECTOR, BOARD OF PHARMACY



CONTINUOUS OPEN EXAMINATION FOR DEPARTMENT OF CONSUMER AFFAIRS

www.dca.ca.gov

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. 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.

WHO MAY APPLY	Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may apply for this examination.
HOW TO APPLY	Please submit both, a State Application (STD 678) and Training & Experience Examination to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). The State Application and Supplemental Applications are available by clicking on the following links: <ul style="list-style-type: none"> • State Application (STD 678) • Training & Experience Examination
WHERE TO APPLY	MAIL OR HAND DELIVER TO: Department of Consumer Affairs Office of Human Resources Attn: Selection Services (T. Sherel) 1625 North Market Blvd, Suite N-321 Sacramento, CA 95834
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services & Recruitment Unit will contact you to make special testing arrangements.
CONTINUOUS FILING	Applications are accepted on a continuous basis. Examinations are scheduled as needs warrant.
SALARY RANGE	\$6120 - \$8030 per month. *Salary reflects the increase effective 7/1/2015. The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application to the address above. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required. NOTE: All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).
POSITION DESCRIPTION	Under general direction, to make inspections and investigations in connection with the enforcement of the provisions of the laws regulating the practice of pharmacy; to provide consultation and education to licensees, governmental agencies and others regarding a variety of laws and regulations related to drugs and the practice of pharmacy; and to do other related work.
POSITION INFORMATION	Positions exist statewide. State applications (STD. 678) will not be accepted on a promotional basis. Career Credits do not apply.

**MINIMUM
QUALIFICATIONS**

Possession of a valid certificate of registration as a licentiate in pharmacy issued by the State Board of Pharmacy. and

Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles.

Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment. and

Two years of experience in the practice of pharmacy, including contact with the public.

Training & Experience Examination - Weighted 100%

**EXAMINATION
INFORMATION**

The examination will consist of a Training & Experience Examination and is the sole component of the Inspector, Board of Pharmacy examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

**EXAMINATION
SCOPE**

Knowledge of:

1. Provisions of various State laws and regulations.
2. Uniform Controlled Substance Act.
3. Pharmacy Law.
4. Sherman Food, Drug and Cosmetic Act and Medi-Cal regulations.
5. Federal laws and regulations.
6. Controlled Substance Act.
7. Food, Drug and Cosmetic Laws.
8. Regulations of the Consumer Product Safety Commission pertaining to drugs.
9. U.S. Postal regulations regarding mailing of controlled substances and laws governing use of radioactive materials for medicinal purposes.
10. Pharmacy supplies, equipment, and practices.
11. Modern methods of investigation.
12. Common methods used to evade pharmacy laws.
13. Rules of evidence, laws of arrest, and general court procedure.

Skill in:

1. Making investigations.

Ability to:

1. Interpret interrelationships of such laws and regulations, and provide expert consultation to licensees and others.
2. Prepare clear and comprehensive reports.
3. Speak before groups.
4. Work cooperatively with representatives of other State and Federal agencies and with local governmental officials.

**SPECIAL
PERSONAL
CHARACTERISTICS**

Tact and keenness of observation.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. Name of successful candidates will be added to the existing list. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS
PREFERENCE
POINTS**

Veteran's preference credit will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested these points through California Department of Human Resources (CalHR). Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.

QUESTIONS

If you have any questions concerning this announcement, please contact Tina Sherel at the Department of Consumer Affairs, Selection Services and Recruitment Unit, 1625 North Market Blvd, Suite N-321, Sacramento, CA 95834, (916) 574-8388.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

GENERAL INFORMATION

The Department of Consumer Affairs 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 revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department and the Department of Consumer Affairs.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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, investigation may be made of employment records and personal history, and fingerprinting may be required.

Employment Lists: Eligible lists established by 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, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.

Career Credits: In Open, Non-Promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful, in the examination.

ACKNOWLEDGEMENT FORM

**INSPECTOR, BOARD OF PHARMACY
DEPARTMENT OF CONSUMER AFFAIRS
TRAINING & EXPERIENCE EXAMINATION**

Name _____
(Please Print)

Phone: (home) _____

(work) _____

Address _____

Pharmacy License #: _____
Drivers License #: _____

Completion of this form is a necessary part of the selection process and must be submitted **along** with the State application (Std. 678) to:

Department of Consumer Affairs,
Selection Services Unit, Attn: T. Sherel
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834.

CANDIDATES WHO DO NOT COMPLETE THIS TRAINING & EXPERIENCE EXAMINATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.

The purpose of this Training & Experience Examination is to obtain enough job-related information to determine the qualified competitors.

Be sure to answer all questions completely and accurately. OMITTED INFORMATION CANNOT BE CONSIDERED OR ASSUMED. All experience noted must be verifiable with the contact information note on the Training & Experience Examination.

I certify and acknowledge that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Printed Name

Signature

Date Signed

PART I

EXPERIENCE

Use the codes (1, 2, 3, 4, 5) number(s) from this form to indicate where your experience was acquired under each item in Part II.

1. Employer Name: _____
Address: _____
Phone number: _____
Supervisor who can verify information? _____

2. Employer Name: _____
Address: _____
Phone number: _____
Supervisor who can verify information? _____

3. Employer Name: _____
Address: _____
Phone number: _____
Supervisor who can verify information? _____

4. Employer Name: _____
Address: _____
Phone number: _____
Supervisor who can verify information? _____

5. Employer Name: _____
Address: _____
Phone number: _____
Supervisor who can verify information? _____

PART II

PLACE A CHECK MARK NEXT TO NUMBER OF YEARS OF EXPERIENCE. PLACE THE CODE NUMBER(S) FROM PART I ON THE CODE LINE PROVIDED.

Provide the number of years experience performing the following:

- A.** Interpreting State and Federal laws and regulations regarding drugs in the practice of pharmacy.

2 years _____
3 – 4 years _____
5 or more years _____

CODE: _____

Use the codes (1, 2, 3, 4, 5) from part I of this form to indicate where your experience was acquired.

- B.** Providing consultation of State and Federal laws and regulations regarding drugs in the practice of pharmacy.

2 years _____
3 – 4 years _____
5 or more years _____

CODE: _____

Use the codes (1, 2, 3, 4, 5) from part I of this form to indicate where your experience was acquired.

- C.** Guiding pharmacists in establishing procedures and records required by law.

2 years _____
3 – 4 years _____
5 or more years _____

CODE: _____

Use the codes (1, 2, 3, 4, 5) from part I of this form to indicate where your experience was acquired.

- D.** Evaluation of pharmaceutical operations to determine compliance with pharmaceutical law.

2 years _____
3 – 4 years _____
5 or more years _____

CODE: _____

Use the codes (1, 2, 3, 4, 5) from part I of this form to indicate where your experience was acquired.

DEPARTMENT OF CONSUMER AFFAIRS
INSPECTOR, BOARD OF PHARMACY
TRAINING & EXPERIENCE EXAMINATION

E. Preparing clear and comprehensive reports related to pharmacy issues.

- 2 years _____
- 3 – 4 years _____
- 5 or more years _____

CODE: _____

Use the codes (1, 2, 3, 4, 5) from part I of this form to indicate where your experience was acquired.

F. Speak or conduct presentations before groups/professional associates and/or consumer related to pharmacy issues.

- 2 years _____
- 3 – 4 years _____
- 5 or more years _____

CODE: _____

Use the codes (1, 2, 3, 4, 5) from part I of this form to indicate where your experience was acquired.

G. Work cooperatively with representatives of other State and Federal agencies and with local governmental officials.

- 2 years _____
- 3 – 4 years _____
- 5 or more years _____

CODE: _____

Use the codes (1, 2, 3, 4, 5) from part I of this form to indicate where your experience was acquired.