



# OPEN EXAMINATION

CALIFORNIA DEPARTMENT OF

# Mental Health

www.dmh.ca.gov

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

## PHARMACIST I, DEPARTMENT OF MENTAL HEALTH CONTINUOUS TESTING

**OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA AND PATTON STATE HOSPITALS, SALINAS VALLEY PSYCHIATRIC PROGRAM AND VACAVILLE PSYCHIATRIC PROGRAM**

### SALARY RANGE:

<b>Atascadero</b> \$6,414-\$7,767	<b>Coalinga</b> \$6,864-\$8,217	<b>Metropolitan</b> *\$6,139-\$7,492	<b>Napa</b> \$6,414-\$7,767	<b>Patton</b> *\$6,139-\$7,492
	<b>Salinas Valley</b> \$6,414-\$7,767		<b>Vacaville</b> \$6,414-\$7,767	

The salaries in this 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.

\*Pending DPA Approval.

<b>WHERE TO APPLY</b>	<b>ATASCADERO STATE HOSPITAL</b> 10333 EL CAMINO REAL P.O. BOX 7005 ATASCADERO, CA 93423-7001 (805) 468-3384/TDD (805) 468-2009	<b>COALINGA STATE HOSPITAL</b> SELECTION SERVICES UNIT P.O. BOX 5002 COALINGA, CA 93210 (559) 935-4305 / TDD (559) 935-7120	<b>METROPOLITAN STATE HOSPITAL</b> 11401 SOUTH BLOOMFIELD AVENUE NORWALK, CA 90650 (562) 863-7011/TDD (562) 863-1743
	<b>NAPA STATE HOSPITAL</b> 2100 NAPA-VALLEJO HIGHWAY NAPA, CA 94558-6293 (707) 253-5611/TDD (707) 253-5768	<b>PATTON STATE HOSPITAL</b> 3102 EAST HIGHLAND AVENUE PATTON, CA 92369 (909) 425-7000 / TDD (909) 862-5730	<b>SALINAS VALLEY PSYCHIATRIC PROGRAM</b> P.O. BOX 1080 SOLEDAD, CA 93960 (831) 678-5500 EXT. 7320
	<b>VACAVILLE PSYCHIATRIC PROGRAM</b> SELECTION SERVICES UNIT P.O. BOX 2297 VACAVILLE, CA 95696 (707) 449-6514		

Submit an application to one address indicated above. This location is where you would like your list eligibility established. Do not submit applications to the State Personnel Board.

**TESTING RESTRICTION** The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

**SPECIAL TESTING** If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

**APPLICATION DEADLINE** CONTINUOUS TESTING - NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at any time.

**EXAM PLAN** This examination will consist of a Qualifications Appraisal Interview only, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

This is an open examination. Applications will not be accepted on a promotional basis.

**MINIMUM QUALIFICATIONS** NOTE: All competitors must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Possession of a valid certificate of registration as a licentiate in pharmacy issued by the State Board of Pharmacy. (Individuals in their final semester of an accredited school of pharmacy or have graduated from an accredited school of pharmacy may be admitted to the exam, however, they must secure a valid certificate of registration as a licentiate in pharmacy before they will be considered eligible for appointment.)

**SPECIAL PERSONAL CHARACTERISTICS** Willingness to work in a State hospital and freedom from communicable diseases; willingness to work as a team member with other professional staff; and willingness to provide patient-oriented services.

It is an objective of the state of California to achieve a drug-free workplace. 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.

**DRUG TESTING REQUIREMENT** Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

**JOB DESCRIPTION** A Pharmacist I, Department of Mental Health prepares, manufactures and dispenses drugs and pharmaceutical preparations; fills prescriptions, reviews patients' charts and medication regimens; participates in treatment team meetings; provides ongoing consultation to the treatment teams and to the Medical Review Committee; implements and/or maintains unit dose system; as required, supervises and instructs nonprofessional assistants in routine phases of the work; keeps records of drugs, poisons and narcotics as required by Federal and State laws; properly handles investigational drugs; assists in the preparation of estimated and requisition for the drugs, sundries and chemicals required, and keeps records of these received, on hand and dispensed; provides or assists with in-service training; supervises, instructs and is responsible for nonprofessional assistants doing the routine, maintenance, and technical aspects of pharmaceutical work; and performs other related work.

**POSITION LOCATION(S)** Positions exist at Atascadero, Metropolitan, Napa and Patton State Hospitals and the Salinas Valley Psychiatric Program. Positions are anticipated at Coalinga State Hospital.

**EXAM INFORMATION** In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**Knowledge of:**

1. Compounding of prescriptions and stock pharmaceutical preparations.
2. Drugs, chemicals and pharmaceutical supplies required in the operation of a dispensary.
3. Laws pertaining to dispensing and use of narcotics and poisons.
4. Principles of effective supervision.
5. A supervisor's responsibility for promotion equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

**Ability to:**

1. Compound prescriptions and stock pharmaceutical preparations.
2. Supervise the work of others.
3. Keep records and prepare reports.
4. Analyze situations accurately and take effective action.
5. Assimilate and provide information on drugs and their actions.
6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**If conditions warrant**, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each competitor take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**ELIGIBLE LIST INFORMATION** Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 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** Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.**

**For additional information regarding the Department of Mental Health and other employment opportunities access our website at [www.dmh.ca.gov](http://www.dmh.ca.gov).**

**GENERAL INFORMATION**

For an examination without a written feature it is the competitor's responsibility to contact the Examination Unit at the testing facility three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who will take this test, and all competitors who pass will be ranked according to their scores.

The Department of Mental Health 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 law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination; however, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office or at the State Personnel Board.

**General Qualifications:** Competitors 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 record and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a competitor's personal development will include consideration of her/his recognition of her/his training need; her/his plans for self-development; and the progress she/he has made in her/his efforts toward self-development.

**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.

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