



CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES

Pharmaceutical Program Consultant

Exam Code: 3HA01

Department: Department of Health Care Services

Exam Type: Open

Final Filing Date: March 3, 2023

CLASSIFICATION DETAILS

Pharmaceutical Program Consultant – \$8,125.00 - \$11,185.00 per month.

View [the Pharmaceutical Program Consultant class specifications](#)

APPLICATION INSTRUCTIONS

Final Filing Date: **March 3, 2023:**

Who Should Apply: Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

How to Apply: Candidates are required to submit the following two items by the final filing date:

1. **Examination/Employment Application (STD 678)**
2. **Training and Experience Evaluation**

The STD 678 must be completed and submitted via one of the methods indicated below. Additionally, the Training and Evaluation must be completed and

submitted separately through Survey Monkey using the link under “Taking the Examination” below.

To learn more about the job and testing arrangements, contact the testing office shown below. Completed applications must be received or postmarked by the final filing date. Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf> and may be filed in person or by mail as instructed below.

You may apply by mail to:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Division
Selection and Certification Section
P.O. Box 997411, MS 1300
Sacramento, CA 95899-7411

You may apply in person at:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Division
Selection and Certification Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814

Phone Number: (916) 345-7203

MINIMUM QUALIFICATIONS

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

NOTE: Applications/resumes **MUST** include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable). Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, II, or III, etc.

Possession of a valid certification of registration in pharmacy issued by the California State Board of Pharmacy. **And**

Either I

Two years of experience performing the duties of a Pharmaceutical Consultant II, Department of Health Services (Specialist) or a Pharmaceutical Consultant II, Department of Health Services (Supervisory).

Or II

Four years of experience performing the duties of a Pharmaceutical Consultant I, Department of Health Services.

Or III

Five years of experience within the last seven years in the practice of community or hospital pharmacy (exclusive of internship) including at least three years of administrative, consultative, or supervisory experience in a public or private health insurance program as a licensed pharmacist responsible for the specialized review of pharmacy-related issues. The experience must provide the high level of skill required to manage a broad range of administrative and pharmacy-related issues associated with the Medi-Cal Program.

POSITION DESCRIPTION

This is the Department's highest level pharmaceutical consultant in this series, wherein the incumbents at this level serve as chief pharmaceutical consultant within the Department's major programs; give professional advice and guidance to the Department's executive staff and other agencies on matters relating to the scope and quality of pharmaceutical benefits and/or services; develop and refine pharmaceutical policy; interpret and evaluate Federal and State legislation relating to the scope of medical benefits and/or services. The incumbents at this level also have responsibility over subordinate staff.

Positions exist with the Department of Health Care Services in **Los Angeles and Sacramento Counties**.

EXAMINATION INFORMATION

This examination consists of the following component(s):

Training and Experience Evaluation – Weighted 100% of the final score.
No written test is required, and no interview will be conducted.

The examination is designed to elicit specific information regarding each candidate's training and experience relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and experience over and above that which is required under "Minimum Qualifications".

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination plan changed. Such a revision will be in accordance with civil service law and rules, and all competitors will be notified.

Special Testing Arrangements: If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

TAKING THE EXAMINATION

Take the [Pharmaceutical Program Consultant Examination](#)

Note: Candidates must also submit an application following the instructions under "Application Instructions" above.

EXAMINATION SCOPE

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Drugs and medical supplies required in the operation of a pharmacy
2. Pharmaceutical chemistry
3. Drug utilization
4. Pharmacy economics
5. Drug purchasing, pricing, and inventory control
6. Principles of statistics
7. Medical care administration
8. Pharmaceutical manufacturing methods and drug distribution
9. Interrelationships of federal, state, and local professional and voluntary health and welfare agencies, and of programs and services of such agencies
10. Policies, standards, and regulations applicable to the Department's pharmaceutical programs

11. Principles of effective supervision
12. The Department's Equal Employment Opportunity (EEO) Program objectives
13. A manager's/supervisor's responsibility for promoting 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. Recognize, assess, and develop solutions to problems involved in the pharmaceutical aspects of medical care programs
2. Evaluate the quality and scope of pharmaceutical services provided under the program
3. Interpret and apply policies and standards for the pharmaceutical aspects of medical care programs
4. Establish and maintain effective and cooperative working relationships
5. Analyze situations accurately and take effective action
6. Report on the effects of proposed changes in the pharmaceutical aspects of the programs
7. Communicate effectively
8. Formulate policies and standards for the pharmaceutical aspects of medical care programs
9. Plan, coordinate, direct, and evaluate the work of others
10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

GENERAL QUALIFICATIONS

Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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, 6) open. When there are two lists of the same kind, the older must be used first.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (STD. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

TESTING DEPARTMENT

Department of Health Care Services

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

Department of Health Care Services

Attn: Selection Section

1501 Capitol Avenue, Suite 71.1501

Sacramento, CA 95814

Phone: (916) 522-8270

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DIVERSITY, EQUITY, AND INCLUSION

DHCS is committed to addressing disparities within our organization and in our communities through efforts toward greater diversity, equity, and inclusion. This is accomplished, in part, by a commitment toward employing a diverse workforce which reflects the many communities we serve, and by promoting and enforcing equal employment opportunity.

DRUG-FREE STATEMENT

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