### Position Information

**Type of Action Requested:** Replacement  
**Internal Team:** SL-CH&W-Health Services - 141100  
**Job Code/Employee Classification:** Per Diem Non Exempt Healthcare  
**Job Code:** 7930  
**Classification Title:** Pharmacy Technician Part Time/Per Diem  
**MPP Job Code:**  
**Position Number:** No position selected.  
**CSU Working Title:** Pharmacy Technician - Per Diem  
**Salary Range/Grade:** 7930-PRD NE HLT-Grade-0  
- Minimum: $19.92  
- Maximum: $84.86  
**Pay Frequency:**  
**Reports To:** Medical Director  
**Campus:** San Luis Obispo  
**Division:** Student Affairs  
**College/Program:** Campus Health & Wellbeing  
**Department:** Campus Health & Wellbeing - 205700  
**FLSA Status:** Non-Exempt

### Position Designation

**Mandated Reporter:** Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.  
**Conflict of Interest:** None  
**NCAA:** No  
**Is this a Sensitive Position?:** Yes  
**Job Summary/Basic Function:** The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations. Under the supervision of a licensed pharmacist, the role of the Pharmacy Technician performs a variety of technical and administrative functions in support of pharmacy operations, including the non-discretionary tasks associated with the processing and packaging of prescriptions.  
**Minimum Qualifications:** High school diploma or equivalent and an associate’s degree in pharmacy technology or completion of an accredited pharmacy technician training program or equivalent training and experience as defined and required by the California State Board of Pharmacy. One year of experience working in a pharmacy setting.
Required Qualifications:

- Working knowledge of brand and generic drug names, prescription packaging and labeling, aseptic compounding techniques, and drug disposal protocols.
- General knowledge of different pharmacy operations, practices, and procedures.
- Familiarity with the standards, ethics, laws, and regulations governing pharmacy practice in the State of California.
- Ability to understand and use pharmacy and medical terms, abbreviations, and symbols commonly used in prescribing and dispensing medications.
- Ability to perform the record keeping functions involved in and related to dispensing drugs and inventory management.
- Ability to perform packaging and labeling of drug products and knowledge of requirements.
- Ability to perform calculations for drug dosing and pricing.
- Ability to effectively use and maintain the pharmacy automated system in order to maintain pharmacy and prescription records, produce required reports, and perform cashiering functions.
- Ability to establish and maintain effective working relationships with practitioners and other health center support staff.
- Knowledge of wholesaler provided software for online ordering.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Qualifications:

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Special Conditions:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).
License / Certification: Incumbent must possess and maintain a Pharmacy Technician license in good standing through the California Board of Pharmacy.

Supervises Employees:*

- Yes
- No

## Job Duties

### JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<tbody>
<tr>
<td>90</td>
<td>Interpret prescription orders, maintain patient profile data with generation of labels and consultation information.</td>
<td>Essential</td>
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<tr>
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<td>Assist in the preparation, packaging, compounding and distribution of simple prescriptions for Pharmacist review.</td>
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<td>Directly interact with patients and maintain continuity of general pharmacy operation for both patients and staff.</td>
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<td>Compile and maintain appropriate medical and medication information, records from patients or their medical records, and prescription records in conformance with applicable university, state and federal regulations.</td>
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<td>Ordering, cycling of stock, and removal of out of date items according to established policies.</td>
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<td>Processing returns to various manufacturers.</td>
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<td>Resolving ordering problems of pharmaceuticals and specialty items.</td>
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<td></td>
<td>Assisting Pharmacist-In-Charge with annual physical inventory and preparation of report for accounting.</td>
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<tr>
<td>10</td>
<td>High school diploma or equivalent and an associate’s degree in pharmacy technology or completion of an accredited pharmacy technician training program or equivalent training and experience as defined and required by the California State Board of Pharmacy. One year of experience working in a pharmacy setting.</td>
<td>Marginal</td>
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</tbody>
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### SELECTION CRITERIA

- There are no items to show