



DEPARTMENT OF CONSUMER AFFAIRS
SUPERVISING INSPECTOR
BOARD OF PHARMACY



PROMOTIONAL EXAMINATION - STATEWIDE
CONTINUOUS TESTING

www.dca.ca.gov

The State of California and Department of Consumer Affairs (DCA) 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.

WHO MAY APPLY

1. Applicants must have a permanent civil service appointment with the Department of Consumer Affairs by the final filing date in order to take this examination; **or**
2. Meet the provisions of the State Personnel Rules 234 or 235; **or**
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990 **or**
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 18992; **or**
5. Must be a person retired from the United States military, honorably discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code 18991. (Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]). Veteran's Preference are not granted in promotional exams.

HOW TO APPLY

Please submit applications (STD 678) to the address indicated below.
Do not submit applications to the California Department of Human Resources (CalHR).

WHERE TO APPLY

Submit State Application (STD 678)
Mail or Hand Deliver to:
Department of Consumer Affairs
Attn: Selection Services (E. Witherspoon)
1625 North Market Blvd., Suite N321
Sacramento, CA 95834

FINAL FILE DATE

October 10, 2016. Applications must be postmarked no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. Applications must have an original signature; therefore, faxed applications will not be accepted for any reason.

STRUCTURED ORAL INTERVIEW

It is anticipated that Structured Oral Interviews will be scheduled in October/November 2016.

SALARY RANGE

\$6399.00 – \$8817.00 per month
***Pay Differential for Supervising Inspector Pay of \$2000.00 per pay period**

POSITION DESCRIPTION AND LOCATION

The Supervising Inspector, Board of Pharmacy, under general direction, supervises the work of a staff engaged in the enforcement of the laws regulating the practice of pharmacy; inspects or investigates wholesalers of pharmaceuticals and other licensees; provides 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 does other work as required. Positions exist statewide with the Board of Pharmacy.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination on the final file date.

NOTE: All applications must include: "to" and "from" dates (month/day/year); time base; civil service class titles and ranges, if applicable. Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

See Next Page for Additional Information

**SUPERVISING INSPECTOR, BOARD OF PHARMACY
DEPARTMENT OF CONSUMER AFFAIRS**

**MINIMUM
QUALIFICATIONS**

Either I

Two years of experience performing the duties of an Inspector, Board of Pharmacy, in the California state service.

Or II

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

And

Experience: Three years of experience in the practice of pharmacy, at least one year of which shall have included supervisory responsibility and contact with the public.

**LICENSE
REQUIREMENTS**

LICENSE: Requirements of pharmacist licensure in California are listed in the California Business and Professions Code Section 4200(a)(1-6). Applicants must provide proof of valid certificate (Business Name, License #.). Applicants who do not provide this information will be rejected from the examination.

The Inspector must have and maintain a current, valid California pharmacist license and possess and maintain a California driver's license.

Applicants must enter their State Board of Pharmacy valid certificate of registration license number and expiration date on the Examination Application (Form STD 678). Applicants must be in good standing with the Board of Pharmacy.

**SPECIAL DESIRABLE
CHARACTERISTICS:**

- Travel and drive, as needed, statewide to enter public and private buildings to inspect and investigate licensees.
- Maintain a professional appearance.
- Use professional courtesy and behavior toward others.
- Possess tact and keenness of observation.

**BACKGROUND
INVESTIGATION**

A background check for prior convictions is required before appointment to this position, pursuant to Title 11, Section 703 (b) California Code of Regulations that requires that criminal record checks be obtained of all personnel who have access to Criminal Offender Record Information.

**EXAMINATION
INFORMATION**

Qualifications Appraisal Panel (QAP) Interview – Weighted 100%

This examination may consist of a Qualifications Appraisal Panel (QAP) Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Candidates who do not appear for the interview will be disqualified.

Note: If conditions warrant, this examination may utilize an evaluation of each candidate's Experience and Education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience.

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.

EXAMINATION SCOPE

Knowledge of:

1. 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. Principles of supervision and in-service training.
11. Modern methods of investigation.
12. Common methods used to evade pharmacy laws.
13. Rules of evidence, laws of arrest, and general court procedures.
14. Equal Employment Opportunity objectives.
15. A manager's role in the Equal Employment Opportunity process and the processes available to meet Equal Employment Opportunity objectives.

See next page for additional information

**SUPERVISING INSPECTOR, BOARD OF PHARMACY
DEPARTMENT OF CONSUMER AFFAIRS**

**EXAMINATION SCOPE
(CONTINUED)**

Skill in:

1. Making investigations.

Ability to:

1. Interpret interrelationships of such laws and regulations and provide expert consultation to licensees and others.
 2. Effectively plan, organize, and direct the work of others.
 3. Prepare clear and comprehensive reports.
 4. Work cooperatively with representatives of other State departments and with local governmental officials.
 5. Effectively contribute to the department's Equal Employment Opportunity objectives.
 6. Dictate correspondence and prepare reports.
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**ELIGIBLE LIST
INFORMATION**

Names of successful competitors are merged onto a departmental promotional list established for use by the Department of Consumer Affairs, in order of final scores regardless of testing 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**

Veteran's preference credit is not granted in promotional exams.

QUESTIONS

If you have any questions concerning this announcement, please contact Evette Witherspoon at the Department of Consumer Affairs, Selection Services & Recruitment Unit, 1625 N. Market Blvd, Ste N321, Sacramento, CA 95834. You may send email inquiries to Evette.Witherspoon@dca.ca.gov.

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 Unit at 916.574.8352 four weeks after the final file date if a progress notice is not received.

Applications are available at www.jobs.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

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, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the Information Center of the State Personnel Board.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.