

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**
Pharmacy Board Compliance**SERIES NO.:**
2156**MAJOR AGENCIES:**
Pharmacy Board**EFFECTIVE DATE:**
2/23/2014**SERIES PURPOSE:**

The purpose of the pharmacy board compliance occupation is to inspect sites where drugs are dispensed, manufactured or sold for compliance with drug laws & regulations.

At the lower level, incumbents inspect establishments where drugs are dispensed, manufactured or sold. At the supervisory levels, incumbents supervise lower-level compliance agents or supervise & oversee statewide compliance activities of the board. At the managerial level, incumbents act as advisor on pharmacy board laws, rules & regulations, oversee budget & administer licensing examination program.

CLASS TITLE

Pharmacy Board Compliance Agent

CLASS NUMBER

21561

PAY RANGE

33

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of state & federal laws regarding practice of pharmacy in order to inspect establishments where drugs are dispensed, manufactured or sold for compliance with drug laws.

CLASS TITLEPharmacy Board Compliance Regional
Supervisor**CLASS NUMBER**

21565

PAY RANGE

14

EFFECTIVE

01/21/2007

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of state & federal laws regarding practice of pharmacy in order to supervise pharmacy board compliance agents & specialists in inspection of establishments where drugs are dispensed, manufactured or sold for compliance with state & federal laws & regulations & investigation of establishments suspect of violations in assigned region of state.

CLASS TITLE

Pharmacy Board Compliance Supervisor

CLASS NUMBER

21566

PAY RANGE

15

EFFECTIVE

01/21/2007

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of state & federal laws regarding practice of pharmacy in order to coordinate statewide compliance program activities & supervise pharmacy board compliance regional supervisors in enforcement of state & federal laws & regulations regarding manufacturing, dispensing & sale of drugs.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Pharmacy Board Compliance Agent	21561	07	03/26/1990	33

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Inspects pharmacies, health clinics, industrial first-aid rooms & other establishments where drugs are dispensed, manufactured or sold to ensure compliance with state & federal drug laws & regulations (i.e., examines drugs, prescription record keeping files, invoices & other items required to document compliance & audits purchase & dispensing records), prepares report of inspection findings, determines violations, initiates corrective action & follows up to verify compliance.

Investigates complaints of violations of drug laws & regulations (i.e., audits purchase & dispensing records, interviews persons involved, gathers evidence & prepares & submits investigative reports) & assists in prosecution of violators (e.g., testifies in court &/or before pharmacy board).

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; practice of pharmacy; state & federal laws regulating practice of pharmacy. Skill in use of calculator & computer*. Ability to deal with non-verbal symbols in formulas, equations or graphs; use proper research methods in gathering data; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with pharmacists, officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in drug law enforcement or pharmaceutical industry; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to physical harm; possible contact with armed hostile suspects; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Pharmacy Board Compliance Regional Supervisor	21565	EX	01/21/2007	14

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises pharmacy board compliance agents & specialists in inspection of establishments where drugs are dispensed, manufactured or sold for compliance with state & federal laws & regulations & investigations of establishments suspect of violations in assigned region of state.

Provides case management for complex investigations; coordinates activities of agents, specialists and expert witnesses; reviews & evaluates regulatory, investigation & statistical reports for submission to Pharmacy Board.

Actively participates in field work to provide hands-on training for compliance agents & specialists in state & federal laws, rules & regulations, investigative techniques, inspection/audit procedures, use of technical equipment & report writing; provides training regarding practice limitations & practice issues involving physicians, nurses, dentists, veterinarians & podiatrists; continuously updates training to reflect new laws & regulations.

MAJOR WORKER CHARACTERISTICS

Knowledge of supervisory principles/techniques*; employee training & development*; pharmacy practice; state & federal laws governing practice of pharmacy; pharmaceutical information systems (i.e., design & utilization of prescription & business records)*; criminal investigation (i.e., practice of investigative procedures & collection/presentation of physical evidence). Skill in operation of audio recorders, mobile & stationary closed circuit video recorders, wireless video transmitters & recorders, computer . Ability to deal with non-verbal symbols in formulas, equations or graphs; review technical material, recognizing errors & discrepancies; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with pharmacists, officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of core coursework for associate degree program in law enforcement; 8 yrs. exp. in drug law enforcement; valid driver's license.

-Or 10 yrs. exp. as commissioned law enforcement officer that included drug law enforcement; valid driver's license.

-Or 5 yrs. exp. as Pharmacy Board Compliance Agent, 21561; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be exposed to physical harm; possible contact with armed, hostile suspects; requires overnight travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Pharmacy Board Compliance Supervisor	21566	EX	01/21/2007	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates statewide compliance program activities & supervises pharmacy board compliance regional supervisors in enforcement of state & federal laws & regulations regarding manufacturing, dispensing & sale of drugs (e.g., analyzes compliance & enforcement activities to assist executive level administrators in operational & strategic planning; determines manpower needs & placement; evaluates production & expenses; prepares budget recommendations; initiates all expenditures of board's law enforcement fund; plans for training of compliance agents & specialists; screens, interviews & hires applicants for supervisory, agent & specialist positions; with lower level supervisory input, evaluates staff performance & initiates disciplinary action as needed).

Oversees compliance activities of pharmacy board; actively participates in sensitive cases; reviews inspection & investigative reports & initiates corrective &/or adjudicatory action; involves executive director in problems or situations without previous board policy; writes, revises & implements compliance & enforcement procedures; secures evidence held in office; develops, oversees & maintains office record keeping system.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; pharmacy practice; state & federal laws governing practice of pharmacy; pharmaceutical information systems (i.e., design & utilization of prescription & business records); criminal investigation (i.e., practice of investigative procedures & collection/presentation of physical evidence). Skill in operation of audio recorders, mobile & stationary closed circuit video recorders, wireless video transmitters & recorders, computer. Ability to deal with non-verbal symbols in formulas, equations or graphs; review technical material, recognizing errors & discrepancies; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with pharmacists, officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of core coursework for associate degree program in law enforcement; 10 yrs. exp. in drug law enforcement; valid driver's license.

-Or 12 yrs. exp. as commissioned law enforcement officer that included drug law enforcement; valid driver's license.

-Or 2 yrs. exp. as Pharmacy Board Compliance Regional Supervisor, 21565; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to physical harm; possible contact with armed, hostile suspects; requires overnight travel.