

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
Pharmacy Board Compliance

**SERIES NO.:**  
2156

**MAJOR AGENCIES:**  
Pharmacy Board

**EFFECTIVE DATE:**  
04/29/2018

**SERIES PURPOSE:**

The purpose of the pharmacy board compliance & enforcement occupation is to investigate drug law violations pertaining to the Ohio Revised Code, Ohio Administrative Code, & federal regulations.

At the full performance level, incumbents investigate drug law violations pertaining to the Ohio Revised Code, Ohio Administrative Code, & federal regulations. At the supervisory level, incumbents assist regional supervisor with operations of assigned region & supervise lower level inspectors & agents. At the managerial level, incumbents supervise lower level inspectors, agents, & assistant regional supervisors in assigned region.

**CLASS TITLE**

Pharmacy Board Agent

**CLASS NUMBER**

21561

**PAY RANGE**

33

**EFFECTIVE**

02/05/2017

**CLASS CONCEPT:**

The full performance level class works under general direction & requires considerable knowledge of state & federal laws regarding practice of pharmacy in order to investigate drug law violations pertaining to Ohio Revised Code, Ohio Administrative Code, & federal regulations.

**CLASS TITLE**

Pharmacy Board Assistant Regional  
Supervisor

**CLASS NUMBER**

21565

**PAY RANGE**

14

**EFFECTIVE**

04/29/2018

**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 & oversee daily operations of assigned staff in inspections 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 Regional Supervisor

**CLASS NUMBER**

21566

**PAY RANGE**

15

**EFFECTIVE**

04/29/2018

**CLASS CONCEPT:**

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

<b><u>CLASS TITLE</u></b>	<b><u>CLASS NUMBER</u></b>	<b><u>B. U.</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>PAY RANGE</u></b>
Pharmacy Board Agent	21561	07	02/05/2017	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.)

Investigates drug law violations pertaining to Ohio Revised Code, Ohio Administrative Code, & federal regulations to confirm allegations for administrative or criminal action (i.e., interview involved parties/persons, examines medical records & prescription records; audits drug purchase & dispensing records; & collects & preserves evidence); initiates formal board action & complaints of alleged violations based on information received; assists in prosecution of violators (i.e., testifies in court &/or before pharmacy board); monitors enforcement activities of licensees on probation (i.e., monitors compliance with board orders &/or settlement agreements); requests & serves pharmacy board subpoenas; conducts undercover investigations; provides work direction & training to new pharmacy board inspectors & agents on enforcement methods & procedures; assists supervisor in developing methods of investigation & inspection.

Coordinates enforcement activities with & assists other law enforcement agencies & judicial & governmental officials to expedite prosecution of violators; attends team meetings & briefings; obtains confessions; testifies in administrative & criminal hearings; conducts follow-up court actions; compiles & evaluates medical records, prescription records, physical evidence, & interview notes & prepares written report of findings & suggestions for hearings; locates & obtains expert witness to testify on specific specialties of pharmacy to provide evidence to substantiate all claims at hearings.

Attends & participates in law enforcement seminars; completes travel logs & expense reports; & keeps supervisor informed of problems or facts on specific cases.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of human relations; agency policies & procedures (i.e. Ohio Board of Pharmacy standard operating procedures)\*; government structure & process (i.e. Chapter 119 Public Hearings, local & federal criminal procedures); interviewing (i.e. licensees, potential licensees, suspects, witnesses & co-conspirators) state & federal laws regulating the practice of pharmacy (i.e. administrative & criminal law including but not related to Ohio Administrative Code Sections 4729, 3719, etc & Ohio Revised Code Sections 2925, 3715, 3719, etc.). Skill in operation of firearm; business office software applications (e.g. Microsoft Office & agency specific programs)\*. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; develop complex reports and position papers; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with pharmacists, government officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate program core coursework in criminal justice, law enforcement, law, or health care related field; 30 mos. exp. commissioned law enforcement officer; valid driver's license.

-Or completion of associate core program in criminal justice, law enforcement, law, or health care related field; 36 mos. exp. conducting health care related investigations or 36 mos. exp. in drug law enforcement; valid driver's license.

-Or 54 mos. exp. as a commissioned law enforcement officer with exp. conducting criminal &/or civil investigations; 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:**

Successful completion of firearms training as determined by the Executive Director of the Board of Pharmacy. Firearms training must be successfully completed during probation and must requalify annually.

**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 Assistant Regional Supervisor	21565	EX	04/29/2018	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.)

In designated region, acts as assistant regional supervisor (i.e. supervises & oversees daily operations of assigned staff); reviews inspection reports & verifies written warning responses; reviews & evaluates investigative reports at discretion of regional supervisor; coordinates & assigns inspector & agent workload as necessary; acts on behalf of regional supervisor as liaison to state & federal law enforcement & regulatory agencies; conducts community outreach training; conducts investigations deemed sensitive by regional supervisor.

Actively participates in field work to provide hands on training for assigned staff; ensures compliance with board policies & procedures; supervises & participates in search warrant execution, undercover operations, & other high profile operations involving board of pharmacy personnel; assists with training & evaluation of new employees; researches, reviews, & evaluates new equipment & investigative techniques; attends periodic review/evaluation meetings between regional supervisor & board employees; conducts investigations, inspections, & audits as assigned by regional supervisor; secures & processes evidence; conduct & coordinate interviews.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of supervisory principles/techniques\*; employee training & development\*; human relations; agency policies & procedures (e.g., Ohio Board of Pharmacy standard operating procedures)\*: government structure & process (e.g., Chapter 119 public hearings, local & federal criminal procedures); state & federal laws regulating the practice of pharmacy (e.g., Administrative & criminal law including but not limited to Ohio Administrative Code 4729, 3719 & Ohio Revised Codes 2925, 3715, 3719, 3796 and 4729). Skill in conducting criminal and/or administrative investigations, interviewing & interrogation; providing testimony in administrative and/or criminal proceedings. Skill in operation of firearms; instruction and use of covert equipment/devices\*. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; develop complex reports & position papers; gather, collate and classify information about data, people or things; handle sensitive inquiries from & contacts with pharmacists, government officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of undergraduate program core coursework in criminal justice, law enforcement, law, or health care related field; 54 mos. exp. commissioned law enforcement officer; valid driver's license.

-Or completion of associate core program in criminal justice, law enforcement, law, or health care related field; 60 mos. exp. conducting healthcare related investigations or 60 mos. exp. in drug law enforcement; valid driver's license.

-Or 78 mos. exp. as commissioned law enforcement officer with exp. conducting criminal &/or civil investigations; valid driver's license.

-Or 24 mos. exp. as Pharmacy Board 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**

Successful completion of firearms training as determined by the Executive Director of the Board of Pharmacy. Firearms training must be successfully completed during probation and must requalify annually.

**UNUSUAL WORKING CONDITIONS**

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

<b><u>CLASS TITLE</u></b>	<b><u>CLASS NUMBER</u></b>	<b><u>B. U.</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>PAY RANGE</u></b>
Pharmacy Board Regional Supervisor	21566	EX	04/29/2018	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.)**

Supervises & oversees daily operations of assistant regional supervisors, compliance & enforcement agents, specialists, & inspectors; assigns, manages, directs, & controls investigations & inspections within assigned region.

Actively participates in & provides case management in complex &/or sensitive investigations; reviews & evaluates investigative reports; compiles, reviews, & analyzes statistical reports, payroll, & work schedules of assigned staff; analyzes, reviews, refines, & makes recommendations for policy &/or work flow improvements for board initiatives (e.g., Medical marijuana/home medical equipment); acts as point of contact for board initiatives & acts as subject matter expert on board initiatives.

Completes employee evaluations, home inspections, & equipment inventory; conducts internal investigations; investigates sensitive &/or confidential cases; conducts employee counselling, &/or initiates disciplinary procedures; attends weekly supervisory meetings; conducts community education & outreach; establishes and maintains contact & working relationship with law enforcement agencies in assigned region.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; employee training & development\*; human relations; agency policies & procedures (e.g., Ohio Board of Pharmacy standard operating procedures)\*: government structure & process (e.g., Chapter 119 public hearings, local & federal criminal procedures); state & federal laws regulating the practice of pharmacy (i.e. Administrative & criminal law including but not limited to Ohio Administrative Code 4729, 3719 & Ohio Revised Codes 2925, 3715, 3719, 3796, & 4729 interviewing & interrogation). Skill in conducting criminal &/or administrative investigations, interviewing & interrogation; providing testimony in administrative and/or criminal proceedings. Ability to triage investigations, deal with multiple variables & define action plan\*; collect data, define issues, develop complex reports; assign & manage appropriate resources; calculate fractions, percentages & remain proficient in computer programs (e.g., Microsoft & matrix); & handle sensitive &/or confidential inquiries from contacts, licensees, & government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate program core coursework in criminal justice, law enforcement, law, or health care related field; 66 mos. exp. commissioned law enforcement officer; 12 mos. trg. or 12 mos. exp. in supervisory principle/techniques; valid driver's license.

-Or completion of undergraduate program core coursework in criminal justice, law enforcement, law, or health care related field 66 mos. exp. conducting health care related investigations or 66 mos. exp. in health care delivery or administration, or preparing/hearing cases for judicial or administrative proceedings; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; valid driver's license.

-Or completion of associate core program coursework in criminal justice, law enforcement, law, or health care related field; 72 mos. exp. conducting health care related investigations or 72 mos. exp. in drug law enforcement; 12 mos. trg. or 12 mos. exp. in supervisory/principle techniques; valid driver's license.

-Or 24 mos. exp. as Pharmacy Board Assistant 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:**

Successful completion of firearms training as determined by the Executive Director of the Board of Pharmacy. Firearms training must be successfully completed during probation and must requalify annually.

**UNUSUAL WORKING CONDITIONS:**

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