



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/10/09

Agency: OREGON BOARD OF PHARMACY

Facility: Portland State Office Building

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 2
b. Classification No: C0104
c. Effective Date: 7/1/07
d. Position No: 000651
e. Working Title: Compliance Assistant
f. Agency No: 85500
g. Section Title: Compliance
h. Budget Auth No: 001001970
i. Employee Name:
j. Repr. Code: OA C104 AA
k. Work Location (City - County): Portland/Multnomah
l. Supervisor Name (Optional): Gary Miner
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[] Full-Time [x] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [x] Yes [] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The mission of the Board of Pharmacy is to promote, preserve, and protect the public health, safety and welfare of Oregonians by establishing high standards in the practice of pharmacy and by regulating the quality and distribution of drugs in Oregon.

The Oregon Board of Pharmacy accomplishes its mission through the regulation of the practice or pharmacy and the regulation and control of drug outlets involved in the manufacture, production, sale and distribution of legend (prescription) drugs, over the counter (nonprescription) drugs, controlled substance (addicting) drugs, and devices and other materials as may be used in the diagnosis and treatment of injury, illness and disease. The Board is also charged with the responsibility to develop and implement a recovery program for chemically dependent licensees regulated by the Board.

"Practice of pharmacy" means the interpretation and evaluation of prescription orders; the compounding, dispensing, labeling of drugs and devices; the participation in drug selection and drug utilization reviews; the administration of vaccines and immunizations; the administering of drugs and devices and the maintenance of proper records therefore; the responsibility for advising, where

necessary or where regulated, of therapeutic values, content, hazards and use of drugs and devices; the monitoring of therapeutic response or adverse effect to drug therapy; and the offering or performing of those acts, services operations or transactions necessary in the conduct, operation, management and control of pharmacy.

“Drug Outlet” means any pharmacy, nursing home, shelter home, convalescent home, extended care facility, drug abuse treatment center, penal institution, hospital, family planning clinic, student health center, retail store wholesaler, manufacturer or mail order vendor with facilities located within Oregon or outside of Oregon that is engaged in dispensing, delivery or distribution of drugs within Oregon.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The purpose of this position is to provide part time administrative and secretarial support to the Compliance Director and Compliance Section.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.</i>			
5%	NC	E	Process daily mail, read, evaluate information, check off in database as received, file or pass along to Director as appropriate. Check of as received in License 2000.
10%	NC	E	Types a variety of correspondence, report, memo, and other information on own initiative or at the request of the Director. This position may assist with revisions to policy and procedure manuals.
5%	NC	E	Organize and maintain filing systems for the Compliance Section. Assist in purging files within area of responsibility with approved retention schedules.
5%	NC	E	Assist Compliance Director with preparations for weekly Compliance meetings.
10%	NC	E	Maintain Compliance mailing and e-mail lists.
5%	NC	NE	Assist with special projects as requested.
10%	NC	NE	Assist in coordination and development of Administrative Rules.
10%	NC	E	Respond to inquiries from Board staff and Board Members.
10%	NC	NE	Maintain Compliance databases and NABP Clearinghouse records. Add records to database as needed.

10%	NC	E	Assist Compliance Staff with preparation of documents as assigned by the Compliance Director.
5%	NC	E	Assist Compliance Secretary as needed.
5%	N	E	Receive, grade and report the scores for the annual CE Law exam.
5%	N	E	Track probationary licensees.
3%	NC	NE	Provide back up phone coverage for Receptionist.
2%	NC	E	Other duties as assigned by supervisor.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Fast-paced office environment. On-going working conditions require repetitive use of hands and fingers (e.g., use of a computer keyboard).

May require lifting and carrying light loads (up to 30 lbs.), including boxes, equipment, and stooping or kneeling (e.g., to pick up items from the floor, to remove and replace items on lower shelves, and to file documents in lower file drawers). Sitting, walking, or standing for long periods of time (4-8 hours) may be necessary.

Employees of the Oregon Board of Pharmacy are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the agency.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon pharmacy laws and rules
Policy and procedures manual

This position requires working with highly sensitive and confidential information. Maintaining confidentiality is essential. This position may be shared with the Board of Pharmacy staff and confidentiality, trustworthiness and honesty is absolutely necessary.

b. How are these guidelines used?

Used daily in order complete the assigned tasks.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Board members	All contacts are by telephone, in person or in writing.		Daily
Other state/federal agencies			
Other licensing Boards			
Out-of-state agencies and Boards			
Licensees			

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Selecting and dispersing incoming correspondence to the appropriate person within the Compliance Staff. Prioritizing a heavy work load.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Compliance Director	0000574	Work is reviewed intermittently on a daily, weekly, monthly basis as needed.	Daily, Weekly & Monthly	to determine performance strengths and weaknesses and to evaluate work load

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|--|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges (Effective Recommendation) |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Strong organizational skills are imperative. Priorities constantly change due to workload, flexibility is essential. Accuracy and attention to detail is a must.

Confidentiality is imperative

Someone familiar with regulatory Administrative Law and Procedures is desirable

Microsoft Office a must – especially Outlook, Word, Excel, Power Point

Requires a criminal records check, which requires fingerprints (FBI & LEDS Check). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: N/A

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		