STATE OF OREGON
POSITION DESCRIPTION

Agency: OREGON BOARD OF PHARMACY
Facility: Portland State Office Building

This position is:
- [X] Executive Service
- [ ] Mgmt Svc – Supervisory
- [ ] Mgmt Svc – Managerial
- [ ] Mgmt Svc - Confidential

Position Revised Date: September 28, 2018

SECTION 1. POSITION INFORMATION

<table>
<thead>
<tr>
<th>a. Classification Title:</th>
<th>Principal Executive / Manager – E</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Classification No:</td>
<td>MEAH X7008</td>
</tr>
<tr>
<td>c. Effective Date:</td>
<td>June 11, 2013</td>
</tr>
<tr>
<td>d. Position No:</td>
<td>0000570</td>
</tr>
<tr>
<td>e. Working Title:</td>
<td>Executive Director</td>
</tr>
<tr>
<td>f. Agency No:</td>
<td>85500</td>
</tr>
<tr>
<td>g. Section Title:</td>
<td>Administration</td>
</tr>
<tr>
<td>h. Budget Auth No:</td>
<td>001001710</td>
</tr>
<tr>
<td>i. Employee Name:</td>
<td>Vacant</td>
</tr>
<tr>
<td>j. Repr. Code:</td>
<td>MEAH X7008</td>
</tr>
<tr>
<td>k. Work Location (City – County):</td>
<td>Portland/Multnomah</td>
</tr>
<tr>
<td>l. Supervisor Name (Optional):</td>
<td></td>
</tr>
<tr>
<td>m. Position:</td>
<td>X Permanent</td>
</tr>
<tr>
<td></td>
<td>X Full-Time</td>
</tr>
<tr>
<td></td>
<td>[ ] Seasonal</td>
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<tr>
<td></td>
<td>[ ] Part-Time</td>
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<td></td>
<td>[ ] Limited Duration</td>
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<tr>
<td></td>
<td>[ ] Intermittent</td>
</tr>
<tr>
<td></td>
<td>[ ] Academic Year</td>
</tr>
<tr>
<td></td>
<td>[ ] Job Share</td>
</tr>
<tr>
<td>n. FLSA:</td>
<td>X Exempt</td>
</tr>
<tr>
<td></td>
<td>[ ] Non-Exempt</td>
</tr>
<tr>
<td>o. Eligible for Overtime:</td>
<td></td>
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<tr>
<td></td>
<td>[ ] Yes</td>
</tr>
<tr>
<td></td>
<td>[X] No</td>
</tr>
</tbody>
</table>

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 Oregon State Board of Pharmacy is to promote, preserve and protect the public health, safety and welfare by ensuring high standards in the practice of pharmacy and by regulating the quality, manufacture, sale and distribution of drugs.

The Oregon Board of Pharmacy accomplishes its mission through the regulation of the practice of 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.

“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, 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 or drugs within Oregon.

b. **Describe the primary purpose of this position, and how it functions within this program.**

The primary purpose of this position is to serve as the chief executive officer for the Oregon Board of Pharmacy, to direct the agency and develop policy to carry out the goals and objectives mandated by law and the priorities determined by a nine member Board which is appointed by the Governor. The Board has determined that the person in this position is not required to be a licensed pharmacist however, a licensed pharmacist and/or a licensed pharmacy technician is preferred. This position includes statewide, national and international responsibility for the regulation of pharmacists, pharmacies, pharmaceutical manufacturers, wholesalers, distributors of controlled substances and other drug outlets. The Executive Director is responsible for Board operations, the management of a multi-million dollar budget and a staff of 20 full time employees.

In addition, the Executive Director interprets and implements the laws of the state and regulations of the agency, represents the agency at all levels, is required to interface and interact with the public, media and with consumer groups, and works closely in consultation with the pharmacy community, health care industry and other health related agencies, legislature, state agencies, the U.S. Drug Enforcement Administration (DEA), Consumer Product Safety Commission, Health Care Financing Administration (HCFA), Food and Drug Administration (FDA), Oregon State Police, local law enforcement agencies and colleges and universities. The Executive Director provides leadership and functions collaboratively with the appointed Board of Pharmacy members to develop and achieve agency goals and objectives. There are approximately 14,000 practicing pharmacists, interns and pharmacy technicians licensed in Oregon and approximately 7,000 drug distribution outlets within or outside of the state doing business in the state that come under the authority and jurisdiction of the board.

The Executive Director reports directly to the Board which meets regularly throughout the year.

### SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The employee in this position is expected to establish daily priorities. If there are workload issues, or there is a delay in performing regular duties, it is expected that the employee will advise their supervisor to assist in setting priorities.

The incumbent is expected to perform position duties in a manner which promotes professionalism, customer service and excellent working relationships, including treating all persons courteously and respectfully in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

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.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
</table>

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

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<table>
<thead>
<tr>
<th>100%</th>
<th>R</th>
<th>E</th>
</tr>
</thead>
</table>
| **Directs** the agency by developing and managing the programs and implementation of board policies, procedures, program priorities and legislative directives that achieve stated goals and objectives. **Directs** the overall operation supervises directly and through subordinate managers, is responsible for the hiring and firing of agency personnel, provides for staff training and development, evaluates work performance of subordinate managers, approves and/or disapproves personnel actions, responds to or resolves employee grievances and determines and administers appropriate disciplinary action.  

Responsible, through subordinate managers, for procurement and management of agency resources, office facilities, equipment, and supplies, presents the budget request to DAS, the Governor and appropriate legislative committees. **Directs** the establishment and implementation of internal policies, procedures and controls. Provides direction to ensure the agency is in compliance with all applicable administrative rules and laws and legislative mandates. Organizes and reorganizes the agency structure as necessary to achieve the agency mission. Oversee the development of the agency web site.  

Functions as the Chief Operations Officer of the agency, directs and oversees the implementation of all directives of the board, the Governor and the Legislature. **Directs** the development of the agency strategic plan and ensures that the plan is accomplished within prescribed guidelines and timelines. Provides leadership and works closely with Board Members as Chief Political Advisor and as Chief Executive Officer to conduct board and committee meetings, prepare agendas, act as board representative and spokesperson at meetings and hearings, provide orientation for all new board members, and formulate needed policies. Actively participates with other board members in formulating policy. Acts as the agency’s coordinator and representative to the Governor’s Office, Oregon Legislature, Federal Agencies, and other state agencies.  

Directs and guides the board in the agency’s administrative rule making processes. Reviews and advises on proposed legal notices, disciplinary actions and orders for appropriateness. Must stay abreast of and advise the board on political and policy changes occurring in health care and drug law in Oregon, in other states and on national international levels.  

Directs the administration of and is responsible for the interpretation of the laws and rules that relate to pharmacies, pharmacists, drug outlets and other establishments to assure that prescription and over the counter drugs administered, dispensed and distributed in the state are safe and effective. Maintains a close personal and professional working relationship with the FDA and DEA at the local and national level, assists with development of state and federal drug policy and law, and works with the DEA and state and local police agencies to help prevent the diversion of controlled substances.  

Directs and oversees the administration of the national licensing examination, annual licensing, registrations and renewals for pharmacies,
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.

Incumbent is required to perform duties in a fast paced open, noisy office environment. This individual may at times interact with consumers or licensees that telephone or come to the Board office that might be angry or upset. Requires frequent irregular hours.

On-going working conditions require repetitive use of hands and fingers (e.g., use of a computer keyboard). May require lifting and carrying materials up to 50 lbs., including boxes, equipment, and stooping or kneeling, twisting (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 for long periods of time (4-8 hours) are necessary.

Work may be physically demanding at times and may require a relatively high level of physical endurance.

Regular travel statewide and out of state; requires travel to various meetings and trainings as a representative of the Board.

This position requires active, energetic and highly motivated employees who can meet deadlines and work independently, but also work well in a team setting.

This position requires working with highly sensitive and confidential information. Maintaining confidentiality is essential; trustworthiness and honesty are absolutely necessary.
Frequent contact with media and others outside the agency to deal with a variety of issues. There will also be a great deal of contact with agency staff members, the Department of Administrative Services, other agencies, consumers and licensees.

Ongoing contact with state and federal legislators and their staffs on behalf of their constituents or regarding complaints, public health information or legislative measures related to pharmacy practice or pharmacy and drug law.

This position also requires frequent public appearances and speech engagements. May have contact with licensees and registrants who are under investigation or otherwise subject to disciplinary action.

The person in this position is subject to personal lawsuits. Ongoing contact and collaboration with law enforcement agencies.

Position may be stressful at times as multiple tasks, and responsibilities exist and occur simultaneously. This means that the incumbent must often meet several deadlines at once and has conflicting demands and priorities. The incumbent must also maintain current knowledge of the many issues concerning the agency which are of interest to the media, licensees and the public.

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.
   ORS 689.004-995 Pharmacists, Drug Outlets, Drug Sales; ORS 475.005-999 Controlled Substances, Illegal Drug Cleanup, Precursors; OAR 855 Divisions 001-110 Board of Pharmacy Administrative Rules; The Oregon Administrative Procedures Act; Agency Policy and Procedures Manual; DAS Administrative Procedures Manual; Oregon, SEIU Collective Bargaining Contract; Other state agency statutes and rules authorizing the prescribing of legend drugs, including Medicine, Dentistry, Nursing, Veterinary, Optometry and Naturopathy; FDA, DEA, CPSC, and HCFA federal laws and regulations; Attorney General’s Administrative Law manual; NABP Survey of Pharmacy Law, and Model State Pharmacy Act; DAS Budget Instruction Manual; Oregon Accounting Manual

b. How are these guidelines used?
   These guidelines are used as reference for licensing programs, rulemaking, disciplinary actions and contested case hearings, development of program policy, labor negotiations and grievances, internal personnel management, and adherence to state and federal administrative policies, laws and answering related questions.

   In addition to requirements of state government operation, incumbent must be familiar with all state and federal rules and laws regulating the pharmacist’s professional practice and the distribution of drugs by the pharmaceutical industry which apply to licensees.

SECTION 6. WORK CONTACTS

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

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
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<tbody>
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</table>
SECTION 7. POSITION RELATED DECISION MAKING

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

The individual in this position is the Chief Operating Officer for the agency and is accountable to the board for all agency operations, for selecting personnel, assigning work, and evaluating performance of supervisory staff. Plans and determines availability and adequacy of human, fiscal and capital resources. Determines complex policy issues for Board consideration, proposes action to be taken and ensures their compliance. Plans and assigns or executes decisions on the preparation and development of the agency budget.

Decisions made by this position affect the ability and efficiency of the agency to achieve its mission. Decisions can also affect the Board’s effectiveness in serving the public, public safety, the Board’s use of valuable resources, the careers of pharmacy professionals, licensees and registrants.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Position Number</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
</table>

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

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| Work is reviewed in writing, and verbally for the purpose of evaluating the quality of work, and to review and update individual priorities and problem solving. | Annually through a formal evaluation and daily through ongoing informal contact. | To provide policy guidance, to determine effectiveness of work in accomplishing goals and to review for compliance with laws, rules and policies. This method provides for the exchange of information between the Board and Executive Director and assures that agency’s goals are achieved and the terms of its mission are being met. They expect the Executive Director, who is an Oregon licensed pharmacist to have and act with a great deal of autonomy in carrying out their policies and in performing the functions of his/her office. |

**SECTION 9. OVERSIGHT FUNCTIONS**

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>15</td>
</tr>
</tbody>
</table>

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

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges (Effective Recommendation)
- Recommends hiring
- Gives input for performance evaluations
- 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:

The individual in this position must be an Oregon licensed pharmacist with at least five years of pharmacy practice experience. This individual must have a degree in pharmacy.

The incumbent needs to possess a working knowledge of State government processes and the operation of state agencies. This individual must possess excellent written and oral communication skills. Must be able to prioritize and organize work flow in the face of multiple and sometimes competing tasks and responsibilities.

The incumbent must have experience in staff-technical or professional-level work including supervision or management of a program, section, or unit which includes development of program rules & policies, long and short term goals and plans, program evaluation and budget preparation.
Requires excellent managerial ability and understanding of state government processes, including budget preparation, financial management and public relations. Excellent verbal and written communication skills, the ability to serve as liaison to the media and computer literacy are essential to the performance to this job.

Strong administrative and organizational skills are imperative. Priorities constantly change due to workload, flexibility is essential. Accuracy and attention to detail is a must. Also required to handle several projects at a time while responding to telephone inquiries and yet remain calm and courteous. Confidentiality is imperative and the individual must be proficient with Microsoft Office, especially Outlook, Word, Power Point and Excel.

Requires a Nationwide fingerprint criminal background check. Any history of criminal activity will be reviewed and may result in termination of employment.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency’s activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Agency.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following: Directs, reviews and approves the preparation of agency biennial budget request by determining priorities and explaining the needs for additional resources to the Department of Administrative Services Chief Financial Office and the Legislature in order to obtain the resources necessary to implement programs. The individual in this position has the authority to commit agency operating funds throughout all agency programs within the expenditure limitation authorized by the Legislature.

The Board of Pharmacy operates totally on Other Fund revenues it receives from fees charged for licenses, registrations and services. Fees are set by the agency through the administrative rule making process and approved by the Legislature.

<table>
<thead>
<tr>
<th>Operating Area</th>
<th>Biennial Amount ($00000.00)</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>All OBOP Operations</td>
<td>Legislatively Adopted Budget</td>
<td>Other Funds</td>
</tr>
</tbody>
</table>

**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**

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Employee Signature        Date  

Supervisor Signature      Date  

Appointing Authority Signature  Date  

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