



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

Agency: Oregon Board of Pharmacy

Facility: 800 NE Oregon Street
Portland, OR 97232

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Administrative Specialist 1 b. Classification No: C0107
c. Working Title: Compliance Assistant d. PPDB No/WD ID: TBD- LD
e. Section Title: Compliance f. Agency No: 85500
g. Employee Name: _____ h. Budget Auth No: TBD
i. Supervisor Name: Brianne Efremoff j. Repr. Code: OAS
k. Work Location (City – County): Portland - Multnomah

l. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
m. FLSA: ☐ Exempt If Exempt: ☐ Executive/Supervisory ☒ Yes
☒ Non-Exempt ☐ Administrative ☐ No
☐ Professional
☐ Computer

SECTION 2. PROGRAM AND POSITION INFORMATION

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

The Oregon Board of Pharmacy serves to promote and protect the public health, safety and welfare by ensuring high standards in the practice of pharmacy and through effective regulation of the manufacture and distribution of drugs in Oregon.

The Board is governed by a nine-member board that are Governor/Senate Confirmed. The Compliance Department is responsible for investigations and inspections to ensure that Licensees and Registrants meet standards for safe and legal dispensing, distribution, and delivery of drugs. In addition, this team actively responds to inquiries and assists in providing educational outreach. The department relies on close collaboration with various state and federal regulatory agencies to regulate practice, and ensure patient safety, health, and welfare. Health Care Investigators/Advisors report to the Compliance Director. The Compliance Director reports to the Executive Direction who has been appointed by the Board of Pharmacy. The biennial budget for all programs is approximately \$11 million biennially and with 24 FTE.

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, mail-order vendor or other establishment with facilities located within or out of this state that is engaged in dispensing, delivery or distribution of drugs within this state.

- 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:**

Assist the Compliance Director and the compliance staff in support of the agency’s compliance operations by preparing reports, correspondence, legal documents, maintaining records, and responding to public requests for information. This position accomplishes these duties by explaining and applying laws, rules, policies and procedures to a variety of situations.

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
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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”.

60	R	E	COMPLIANCE DEPARTMENT COORDINATION <ul style="list-style-type: none"> Draft correspondence, reports, and statistical data for the Compliance Director, Compliance Officers, and leadership team by pulling data from various databases. Enter compliance data regarding investigations and inspection into appropriate databases. Draft and edit legal documents including but not limited to Notices, Orders, and case closure letters. Prepare legal documents for service by ensuring the appropriate attachments and tracking occurs for due process, and monitoring deadlines for licensee’s response. Report disciplinary actions taken by the Oregon Board of Pharmacy to the National Practitioner Databank – Health Care Integrity and Protection Databank (US Department of Health)
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			<p>and conducts queries.</p> <ul style="list-style-type: none"> • Receive, evaluate and prepares complaints for Compliance Director review. • Analyzes and evaluates licensing applications and make recommendations to Compliance Director for action per Staff Delegated Authority (SDA) for case presentations. • Completes administrative functions for inspections including but not limited to entering data in the software system, creating cases, and providing correspondence to licensees and registrants. • Coordinates and monitors the efficient flow of Compliance documents, timelines, and requests that require action to ensure deadlines for analysis, approval, and final actions are met. • Coordinate communication evaluates and initiates resolutions, and monitors resolutions for compliance software issues for the Compliance Department. • Evaluates and applies current established procedures/regulations found in laws, rules and policies when responding to requests regarding compliance information
30	R	E	<p>COMPLIANCE OPERATIONS SUPPORT</p> <ul style="list-style-type: none"> • Enter required data into variety of agency databases. • Monitor and track DEA (106 loss, theft, etc. reports) mailbox and provide information to Compliance Director and Chief Compliance Officer for review. • Assist in public record requests responses in compliance with law. • Develops, maintains, and updates, standards of work for the Compliance Director review. • Analyzes workflow in the compliance department and makes recommendations on policy/procedural changes to increase efficiency and accuracy. • Performs research projects assigned by the Compliance Director or management team. • Performs LEDS background checks on respondents for Compliance Officers. • Monitors and updates the compliance calendar as requested.
10	R	NE	<p>OTHER DUTIES AS ASSIGNED</p>

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.

This position after orientation and trial period may be applicable for remote work following the statewide remote work policy and/or respective collective bargaining agreement.

This individual is in frequent contact with the public and other outside agencies to address a variety of issues. There is also a great deal of contact with agency staff members, the Department of Administrative Services, other agencies, consumers and licensees.

This position requires the following:

- Regular use of general office equipment (i.e. desktop computer, copy/fax)
- In person attendance for certain functions and at meetings may be required.

The duties of this position may at times be stressful. Multiple tasks and responsibilities exist and occur simultaneously. The employee must often meet several deadlines at once and has conflicting demands. This person must also maintain current knowledge of the many issues concerning drug outlets and the practice of pharmacy.

Ongoing 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 40 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) are necessary.

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 Revised Statutes and Administrative Rules
 Agency and State Policies and Procedures
 OBOP Affirmative Action Policy
 Oregon Driver's Manual
 Oregon Administrative Law Manual
 Oregon Attorney General's Model Rules of Procedure
 Board of Pharmacy policies and procedures
 Records Management Manual relative to various retention schedules for records.
 Agency and State Policies and Procedures
 OBOP Strategic Plan OBOP DEIB Plan
 OBOP Affirmative Action Plan Oregon Accounting Manual
 Building Evacuation Manual
 NABP Clearinghouse
 National Practitioner Database

- b. How are these guidelines used?

These guidelines are used as reference in responding to questions from licensees and Board members and to perform the duties of the position. Procedures for the position must be understood and followed in order to accurately and completely accomplish the duties of the position and to ensure adherence to state and federal administrative policies, rules and laws.

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

Board members	In Person, by mail, email or telephone	To furnish information if requested.	As Needed
Department of Justice and Office of Administrative Hearings	In Person, by mail, email or telephone	To furnish and obtain compliance information.	Regularly
Federal and State Agencies	In Person, by mail, email or telephone	To receive necessary case documents and records.	As Needed
General Public	In Person, by mail, email or telephone	To inform, direct	Regularly
Licensees / Applicants	In Person, by mail, email or telephone	To inform, direct	Regularly
National Association of Board of Pharmacy	In Person, by mail, email or telephone	To inquire or furnish information	Regularly
Other licensing boards	In Person, by mail, email or telephone	To inquire or furnish information	Regularly
Out-of-state agencies and boards	In Person, by mail, email or telephone	To inquire or furnish information	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

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

This person must assess board guidelines and procedures to determine when and how to apply laws, rules, and board direction in all aspects of the work they complete. This is information prepared for Compliance Director review. Inability to perform this duty correctly would cause increased workload for other staff and lead to a delay in all agency processes.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

Compliance and Regulatory Manager 1	0000574 / 000000035409	In Person, by mail, email, electronically or telephone.	Regularly	To assess and evaluate performance, accuracy and quality of work in order to maintain oversight of compliance department programs. To provide coaching guidance and quarterly check-ins.
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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?

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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 |
| <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:

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

Strong organizational skills are imperative. Priorities constantly change due to workload, flexibility is essential. Accuracy and attention to detail is a must. Also required to manage the prioritization of several projects at a time while responding to inquiries in a calm and courteous manner.

Proficient with Microsoft Office, especially Outlook, Word, Excel and Teams.

The employee 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; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related persons and organizations; develop good working relationships with agency staff and supervisors through active participation in group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The employee is responsible for promoting and cultivate an inclusive, diverse and harassment-free workplace, to build and sustain professional and collaborative relationships with all contacts, and to contribute to a positive, respectful, professional and productive work environment. Ensure regular, punctual attendance, and perform duties safely while adhering to all policies and procedures. To work in a team-oriented setting requires participation, collaborative interactions and a solution focused mindset. Maintain knowledge of the Affirmative Action and DEIB Plan and the agency's diversity goals and initiatives.

The Board of Pharmacy strives to be a diverse, equitable, and inclusive agency that implements an equitable and inclusive planning program for Oregon. Efforts are supported by the State of Oregon Diversity, Equity and Inclusion Action Plan and an agency Diversity, Equity and Inclusion (DEI) Committee. Employees of the Oregon Board of Pharmacy are required to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the agency.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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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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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