



State of Oregon Position Description

Company: Oregon Board of Pharmacy
Organization: Pharmacy
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Executive Assistant	Job Profile ID:	0830
Business Title:	Strategic Initiatives Manager (Unfilled)	Position ID:	000000024514
Employee Name:		Company ID:	85500
Representation:	MENN	Budget Auth No:	1001760
Location:	Portland BOP		
Supervisor:	Gary Runyon (Agency Head 6)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

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

The Oregon Board of Pharmacy serves to promote and protect 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.

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. The Board is also charged with the responsibility of developing and implementing a recovery program for chemically dependent licensees regulated by the Board.

The Board is governed by a nine-member board that is nominated by the Governor and confirmed by the Senate. The biennial budget for all programs is approximately \$11 million biennially and with 24 FTE budgeted positions.

“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.

The Strategic Initiatives Manager to the Executive Director will manage the administrative work of the Executive Director’s Office and ensure efficient service for the Office of the Executive Director, Board of Pharmacy, and the public. Responsibilities require tact, discretion, diplomacy, initiative, and independent judgment, as well as knowledge of State activities and a strong ability to implement agency administrative procedures. This position requires a broader understanding of State functions and the competence to perform duties that require the exercise of discretion and independence with respect to matters of significance.

The position provides a vital communications link between the Board, Executive Director, legislators, senior leadership team, and the public in carrying out the goals and objectives of the agency.

SECTION 3. JOB DESCRIPTION

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.

35% - N - E Administrative and Program Support

- Develop and operationalize Diversity, Equity, Inclusion, and Belonging Plan with both internal and external lenses incorporated.
- Develop and operationalize Affirmative Action Plan.
- Lead content creation for and deliver key components of the Affirmative Action Plan as an Affirmative Action Representative.
- Lead coordination and project management of agency’s Strategic Initiative, tracking goals, monitoring progress, and communicating with teams to complete key actions.
- Lead content creation for and deliver key components of the DEIB plan.
- Schedule and coordinate meetings and other engagements for the Executive Director and other official(s); prepares or collects and distributes background information, agenda materials and other relevant information; makes facility, accommodation, travel, and other arrangements
- Coordinate agency-wide processes, such as central supply ordering or other multi-departmental tasks.
- Participate as a member of the Executive Director's executive staff to assist in department planning and development; participates in agency decision making on issues of statewide impact.
- Assist with onboarding agency staff.
- Assist with the development and implementation of the agency’s budget process.
- Establish and maintain consistent processes, execution of general office and administrative needs, including booking meetings; training and travel; hosting events; assisting with maintaining purchasing and procurement processes, including credit cards; interview process; and other executive level administrative support with various projects or requests.
- Create, maintain, and systematize organized files for correspondence, budget and purchasing, reports, telephone numbers, addresses and other information.
- Type, format, and proofread a wide variety of reports, letters, memoranda, and other information, composing correspondence, reports, talking points, memos, and other material of an important, time-sensitive, and often confidential nature for decision-making purposes.
- Act on behalf of the Director in screening and analyzing inquiries and requests, delegating responsibility to others, or researching and referring to the Director for final decision.

- Assign and track management team responses to constituent inquiries from the Governor's Office, other Board members, legislators, and the public.
- Review reports, correspondence, and all other records and materials, prepared by all levels of Department personnel for Director's approval, and edit for clarity, completeness, accuracy, format, and conformance with agency policies, procedures and practices.
- Compose correspondence for signature on behalf of the Director. Responsible for accuracy and completeness of all agency correspondence written by/for and signed by the Director.
- Provide excellent customer service and represent the agency to the public and special interest groups, particularly in response to inquiries directed to Board members and the Director. Act as liaison to Department personnel, management team, and to other agencies and organizations for establishing and maintaining mutual understanding of operations, policies and procedures.
- Attend and participate in agency management team and Director's Office meetings to assist agency in planning and development of agency policies and procedures, budget requests and legislative concepts.
- Coordinate agency All Staff Meeting and senior leadership team meetings.
- Track completion of assignments to assist in development of agency policies and procedures, budget requests and legislative concepts.
- Manage the agency's project management software, procedures and trainings to use it, and the trackers within it.
- Manage the agency's DEA letter submittals.
- Follows up on implementing decisions made by the Director. Review and recommend changes to agency administrative and clerical processes and procedures to maintain efficient and effective functioning of Department activities.
- Coordinate and establish the administrative support agency staff committee as the senior level executive assistant support for the agency. Provides direction to support staff with respect to agency projects, work assignments, office management, and administrative systems/office functions for the Executive Director.

30% - N E Public Relations

- Manage the agency's strategic planning process, including the implementation, monitoring, and status updates to all stakeholders.
- Develop and lead the implementation of a pharmacy pipeline program in partnership with the schools of pharmacy and pharmacy associations.
- Lead communication efforts, including communication with licensees, stakeholders, associations, and media.
- Prepare persuasive presentations summarizing key elements of analysis and recommendations to various stakeholders to promote the initiatives and priorities of the Board.

20% - N - E Legislative Coordination

- Assist in the compilation of agency's legislative concepts, evaluates proposals for legislative changes, and makes recommendations for review and approval by Executive staff; identifies and tracks all bills introduced in the legislature which affect agency programs or operations; evaluate potential short and long-term effects of bills, researches and compiles information to be presented to the legislature as testimony in support of or against legislation; personally testifies or assists administrative superior in testifying; informally briefs legislators or their staff on agency's perspective and needs; monitors actual effects of legislation if passed.
- Ability to interpret and apply statutes, rules, regulations, policies, procedures, and guidelines to prepare briefing and other materials for the Executive Director and management team.

15% - R - NE Other Duties As Assigned

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.

The employee performs duties in a general office environment. This individual is in frequent contact with the media and other outside agencies to deal with 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 some travel, mostly between Portland, Salem and Corvallis, with occasional travel within the state and out-of- state. This position requires working with highly sensitive and confidential information. Maintaining confidentiality is essential; trustworthiness and honesty are absolutely necessary.

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 the agency which are of interest to the media, licensees and the public. 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 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

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

Oregon Revised Statutes and Administrative Rules Code of Federal Regulations
U.S. Drug Enforcement Administration Controlled Substances Act & Regulations
U.S. Food and Drug Administration Food, Drug and Cosmetic Act & Regulations
Joint Commission on Accreditation of Health Care Organizations Manual National Association of Boards of Pharmacy Guidelines (NABP) Nursing, Medical, Dental and Veterinary Practice Acts
Drug Facts and Comparisons: Approved Drug Products with Therapeutic Equivalence Evaluations
AHFS Drug Information Pharmacy Law Digest USP NF
Remington Pharmaceutical Sciences OBOP Intern Program Manual
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 Succession Planning
OBOP Continuity of Operations (COOP) Plan
OBOP Affirmative Action Plan
Oregon Accounting Manual
Building Evacuation Manual

How are these guidelines used?

These guidelines are used by the employee to ensure that all official actions taken by the Board and agency are in accordance with the Oregon Revised Statutes and the Oregon Administrative Rules. This individual must understand these regulations and be able to apply them when serving as acting Executive Director, managing the licensing program and interfacing with the Compliance Department, Board, media, and the public.

In addition to requirements of state government operations, the employee must be familiar with all state and federal statutes and rules regulating the pharmacists' 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?

Who	How	Purpose	How Often?
Board Members and Committee Members	In Person, by mail, email or telephone	To provide or gather information	Regularly
General Public	In Person, by mail, email or telephone	To assist or provide information.	Regularly
Governor's Office	In Person, by mail, email or telephone	To provide or gather information	Regularly
Licensees/Applicants	In Person, by mail, email or telephone	To inform, acknowledge, direct or guide.	Regularly
Media	In Person, by mail, email or telephone	To provide or gather information	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

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

Departmental staffing, operations, outreach, contracts, finances, and assets to meet mission and statutory duties. Decisions directly impact real and perceived satisfaction with Agency performance by clients, constituents, and consumers. Independent judgment is used daily to analyze situations and make decisions in accordance with statutes, rules, and policies and procedures of the agency.

Determines what business and internal controls are needed to safeguard financial and other secure data. Decisions directly affect outcome of financial stability and business operation best practices; licensing personnel's compliance to state policies regarding governmental and ethical best practices, compliance with Agency mission, rules and statutes. Decisions directly impact real and perceived satisfaction with Department performance by clients, constituents, and consumers.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Agency Head 6 – Executive Director	0000570	In Person, by mail, email or telephone	Regularly	To provide instruction, planning, evaluating work quality, workload and appropriateness of assigned work and providing ongoing feedback.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

- Plan Work
- Assign Work
- Approves Work
- Coordinates schedules

Recommends hiring
Gives input for performance evaluations

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

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

This position is subject to criminal records check and CJIS clearance, which will require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a national fingerprint based criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

Must obtain and maintain LEADS Certification within 75 days of hire. Security of login and password information for various systems must be maintained according to the agency.

Security of login and password information for all secure systems (NABP, LEADS, US Bank, Oregon State Treasury Systems, etc.) must be maintained according to all applicable security policies.

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 telephone inquiries and yet remain calm and courteous. The individual in this position must be 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 to promote 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 employed by the agency. Essential to the position are excellent communication, collaboration, administrative and organizational abilities. It is desirable that the person in this position possess a familiarity with Oregon's legislative process and the Oregon Administrative Procedures Act, as well as some practical experience in administrative processes.

The employee must have five years' experience in staff-technical or professional-level work including supervision or management of a program, section, or unit which included development of program rules & policies long and short-range goals and plans, program evaluation and budget preparation. Excellent managerial ability and understanding of state government processes including budget preparation, financial management and public relations. Excellent verbal and written communication skills and computer literacy are essential to the performance of this job.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
Director's Office	\$1,130,000	Other Funds

SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee Date

Manager Date

Appointing Authority Date