



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**February 27, 2023**

**This position is:**

Classified  
 Unclassified  
 Executive Service  
  
 Mgmt Svc – Supervisory  
  
 Mgmt Svc – Managerial  
 Mgmt Svc - Confidential

**Agency:** OREGON BOARD OF PHARMACY

**Facility:** Portland State Office Building

**SECTION 1. POSITION INFORMATION**

a. Classification	Agency Head 6 - SR39 - Exempt	b. Classification No:	MEAH X7008
Title:			
c. Effective Date:	June 11, 2013	d. Position No:	0000570
e. Working Title:	Executive Director	f. Agency No:	85500
g. Section Title:	Administration	h. Budget Auth No:	001001710
i. Employee Name:	Vacant	j. Repr. Code:	MEAH X7008
k. Work Location (City – County):		Portland/Multnomah	
l. Supervisor Name (Optional):			
m. Position:	Permanent/Full-Time		
n. FLSA:	Exempt	If Exempt:	Executive
o. Eligible for Overtime:		No	

**SECTION 2. PROGRAM AND POSITION INFORMATION**

**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 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 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 administration 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 of drugs within Oregon.

*The primary purpose of this position* is to serve as the Executive Director 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 oversight of employees. The Executive Director will lead the development and implementation of proactive diversity, equity and inclusion (DEI) initiatives which will support the agency’s strategic and diversity plans.

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, Food and Drug Administration (FDA), Oregon State Police, local law enforcement agencies and pharmacy colleges and universities. The Executive Director provides leadership and functions collaboratively with the appointed Board of Pharmacy members to develop and achieve agency strategic goals and objectives.

The Executive Director oversees the work of the Public Health and Pharmacy Formulary Advisory Committee (PHPFAC) which is comprised of pharmacists, physicians and advanced practice nurses. The role of the PHPFAC is to evaluate concepts for protocols, drug and devices, for pharmacists to prescribe to Oregon patients and then to submit recommendations for the Board of Pharmacy to adopt by rule.

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

### 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”.*

50%	R	E	<p><b><u>AGENCY ADMINISTRATION</u></b></p> <p>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.</p> <p>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 website.</p> <p>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 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 board members in formulating policy.</p> <p>Oversees the auditing of continuing education credit submitted by pharmacists for their annual license renewal. Oversees the writing and publication of the quarterly newsletter to and outreach publications to pharmacists and stakeholders, and the approval of continuing education programs.</p> <p>Directs and oversees the administration of the national licensing examination, annual licensing, registrations and renewals for all licensees and registrants. Establishes and enforces standards for license reciprocity with other states for entry level licensing and reciprocity.</p> <p>Provides information on disciplinary actions to other states, to the National Association of Boards of Pharmacy disciplinary clearing house and to the National Practitioner Data Bank and the Health Information Portability Data Bank. Enforces agency ordered revocations, suspensions, probations, and fines.</p>
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30%	R	E	<p>This position serves as the official spokesperson and agency's Public Information Officer.</p> <p><b><u>TECHNICAL RESPONSIBILITIES</u></b></p> <p>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.</p> <p>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.</p> <p><b><u>PARTNERING RESPONSIBILITIES</u></b></p> <p>Acts as the agency's coordinator and representative to the Governor's Office, Oregon Legislature, Federal Agencies, and other state agencies.</p> <p>Maintains close working relationships with the Colleges of Pharmacy at Oregon State University and Pacific University, their faculty, and students. Partners with schools to foster awareness of professional career opportunities to learners to encourage a future diverse and inclusive pharmacist and technician licensee pool.</p> <p>Represents the Oregon State Board of Pharmacy at national and regional meetings of the National Association of Boards Pharmacy, the DEA, FDA, US House of Representatives and the US Senate as well as the Oregon State Legislature. Is liaison to various committees and participates in pharmacy organization meetings.</p>
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#### 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 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.

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

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.

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

This position is eligible for hybrid remote work.

## 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.**

Enabling statutes for the agency (ORS and OAR).

The Oregon Administrative Procedures Act; Agency Policy and Procedures Manual; DAS Administrative Procedures Manual; Oregon SEIU Collective Bargaining Contract; FDA, DEA, CPSC, and 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?**

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Board members		to furnish information if requested	frequently
Other State agencies' personnel, i.e., DAS		to furnish information or make inquiries regarding agency issues.	daily

Other health related licensing boards	telephone/in person/written	Every health-related licensing agency that regulates a profession with authority to prescribe legend drugs and devices, such as Dentistry, Medical Examiners, Nursing, Veterinary Medicine, and Naturopathy, is impacted by the Board of Pharmacy's rule and law changes. These agencies must not only be informed of changes but must be included in the development of the agency's laws & rules.	periodically
Licensees/Public		to furnish information as appropriate	
State Legislators		to furnish information as appropriate	
Governor's Office		to furnish information or make inquiries regarding agency issues.	
College and University Students and Faculty		to furnish information or make inquiries regarding agency issues.	
Print and Broadcast Media		Pharmacy and drug related issues regarding news stories.	
State, Local and Federal Law Enforcement Agencies		to furnish information or make inquiries regarding pharmacy and drug related issues.	
Pharmacy and Drug agencies in the US and other countries		to furnish information or make inquiries regarding pharmacy and drug related issues.	

## 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 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, assigns, and 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?**

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 cursor at end of a row (outside table) and hit "Enter".*

9 Member Board		By phone Email In Person	Regularly	To determine effectiveness of work in accomplishing Board goals
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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?	5	
	How many employees are supervised through a subordinate supervisor?	17	
b.	Which of the following activities does this position do?		
	<input checked="" type="checkbox"/> Plan work <input checked="" type="checkbox"/> Assigns work <input checked="" type="checkbox"/> Approves work <input checked="" type="checkbox"/> Responds to grievances <input checked="" type="checkbox"/> Disciplines and rewards <input checked="" type="checkbox"/> Coordinates schedules <input checked="" type="checkbox"/> Hires and discharges (Effective Recommendation) <input type="checkbox"/> Recommends hiring <input checked="" type="checkbox"/> Gives input for performance evaluations <input checked="" type="checkbox"/> Prepare & 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 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.

The executive director is responsible for the establishment of a working environment that is positive, productive, and free from harassment and discrimination. Leads efforts in the agency's activities that support affirmative action, diversity, equity and inclusion. This includes recruiting, selecting, retaining, and promoting individuals with diverse backgrounds who are committed to the mission and values of the Agency.

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.

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".*

All OBOP Operations	Legislatively Adopted Budget	Other Funds
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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				