

Pharmaceutical Technician (General)

Announcement Details

Exam Announcement Details

Exam Title	Pharmaceutical Technician (General)
Exam Number	3G35-20111017-OC-01
Salary	\$30,584 - \$33,242 per year - Starting Salary - New employees will be appointed at the first step in the pay range for this class
Competition	Open-Competitive
Department	
Announcement Date	10/17/2011
Close Date	11/04/2011
General Definition	<p>Announced in Anticipation of Approval by the Administrative Board</p> <p>This is routine pharmaceutical work providing assistance to pharmacists in dispensing drugs and medications prescribed by medical practitioners and repackaging bulk medication for distribution to various medical facilities. Employees in this class receive prescriptions from health center patients, package medications into prescribed quantities, and repackage bulk medications for use by disease control programs. Contact with health center patients is a significant aspect of the work. Work is performed under the supervision of a licensed pharmacist.</p>
Union Code	M. AFSCME D.C.33
FLSA Code	Non-Exempt

Minimum Requirements

Minimum Training, Education & Experience	<p>The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Candidates must meet requirements within 30 days after the last date for filing applications.</p> <ol style="list-style-type: none"> EDUCATION: Education equivalent to completion of the twelfth school grade; AND EXPERIENCE: One year of experience assisting a pharmacist in the preparation and dispensing of medications.
Physical & Medical Requirements	Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.
Required Licenses & Certifications	Certification as a Pharmacy Technician by the Pharmacy Technician Certification Board (PTCB) or the Institute for the Certification of Pharmacy Technicians (ICPT) at the time of application and during tenure of employment as a Pharmaceutical Technician.
Other Requirements	<p>CERTIFICATION REQUIREMENTS</p> <p>Candidates MUST submit a copy of their Certification as a Pharmacy Technician by the Pharmacy Technician Certification Board (PTCB) or the Institute for the Certification of Pharmacy Technicians (ICPT) at the time of application.</p> <p>If you have ever submitted a paper certification for any City of Philadelphia civil service, you have to submit another certification.</p> <p>Option 1 – Upload a paperless certification – One time only!</p>

Candidates may upload certifications into their account, and attach a certification with this application. Once the certification is uploaded, it may be attached to all future applications. You will not have to submit another certification when you submit applications in the future. Attaching your certification will save you time and money if you apply for an examination in the future, and you will be assured that your certification cannot be misplaced.

Option 2 – Submit a paper certification – Separate certification required for each application.

If you submit a paper copy of a certification, the certification will be used for this application only. You will have to submit certifications again whenever you apply for an examination in the future. Paper certifications will not be retained and will not be returned to applicants.

Mailing address for paper submissions and other required materials (DD-214, licenses, certifications, etc.):

City of Philadelphia
Office of Human Resources
1401 J.F. Kennedy Boulevard, Room 1530
Philadelphia, PA 19102
Attention: Marcus W. Wright Sr.

Equivalency Statement(s) Any equivalent combination of education and experience determined to be acceptable by the Office of Human Resources.

Application Details

Application Procedures The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpch@phila.gov. For more information go to: www.phila.gov/humanrelations

As a condition of employment with the City, any person offered employment shall be required to certify that such person either is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City; or has voluntarily entered into a payment agreement with the City. For so long as the person is employed by the City, the amount of the payment as set forth in the payment agreement (not to exceed, for any pay period, twenty percent (20%) of the person's gross pay for such period, without the person's consent) shall be withheld from each paycheck until such payment agreement is fully satisfied.

Such person shall also be required to certify as a condition of employment that he or she is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the Philadelphia Gas Works (PGW) or has voluntarily entered into a payment agreement with PGW.

Failure to enter into a payment agreement shall result in the cancellation of the appointment and removal from the certification. The name of the eligible candidate will be returned to the eligible list.

Only an on-line application will be accepted for this exam. Paper applications will not be accepted.

Computers are available at the Employment Application Center on the Concourse Level of the Municipal Services Building, 1401 J. F. Kennedy Boulevard in Center City Philadelphia, Monday through Friday, 12:00 PM (Noon) to 4:00 PM, and at your local Philadelphia Free Library branch.

ALL Applications must be received by November 4, 2011.

Your application will be rejected and you will be disqualified from competing in this examination if you:

- 1) Do not provide your complete and accurate social security number.
- 2) Attempt to practice fraud or deception in the preparation of this application

Notes to Applicants

OPEN-COMPETITIVE ELIGIBLE LIST

Only an open competitive eligible list will be established as a result of this examination. Permanent City employees will receive no promotional preference in this examination.

Candidates who pass the exam and are placed on the civil service list will be retained on the list for a minimum of one year and a maximum of two years after the establishment of the Eligible List.

RESIDENCY REQUIREMENT

Philadelphia residency is not required at the time of application. Once hired, employees have six months to move into the City of Philadelphia.

PREFERENCE FOR PHILADELPHIA RESIDENTS

Candidates who have maintained a bona fide residence in Philadelphia for at least one year prior to the date of the civil service examination shall have priority over all other persons receiving an identical test score.

To receive such preference, candidates must respond to the question regarding residence when they appear to take the examination and to the supplemental question regarding residence later in this form.

If candidates are required to appear to compete in an examination, the response on that day will be used to determine eligibility for preference for residents.

If the examination is a training and experience evaluation, the response on this application will be used to determine eligibility for preference for residents.

If an applicant does not respond to the appropriate residence question, it will be assumed that the applicant does not qualify for residence preference. Eligibility for residence preference must be determined by the date of the test administration. No requests for residence preference will be granted after the test administration.

U.S. VETERAN'S PREFERENCE

Ten points for veteran's preference will be added to the scores of eligible veterans who apply for open competitive tests and pass the examination. You must be honorably discharged from the U.S. armed forces. Attach a DD214, member 4, to your application if you wish your eligibility to be reviewed. Spouses of disabled or deceased veterans may also be considered.

LEGACY PREFERENCE

The children of Philadelphia Firefighters or Police Officers who were killed or died in the line of duty shall be accorded a preference in open competitive civil service entrance examinations. Candidates who qualify for this preference and who take and pass open competitive civil service examinations shall have ten points added to their final score. The candidate must successfully pass all parts of the examination before points are awarded.

Projected Exam Date

PROJECTED EXAMINATION SCHEDULE

This examination will be tentatively scheduled for the week of January 23, 2011. Please note that this examination date is subject to change.

A Published List of Candidates and/or an Eligible List is planned for the week of February 20, 2012. Please note that this date may change.

An Eligible List may be established simultaneously with the Published List of Candidates (when an immediate need to hire exists) or upon first certification request by the hiring authority.

Test Review

Test Review

In accordance with Civil Service Regulation 9.091B, candidates will have 30 days after the results have been mailed to review their test and to file appeals to the key answers. Call 215-686-0880 if you wish to schedule a Test Review.

after the results have been mailed to review their answer sheets to determine if they have been scored correctly and appeal will be restricted to scoring.

Assigned to

Marcus W. Wright Sr.

Parts & Weights

Part

Written Examination

Weight 100%

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * The location that you are applying from is:
 - Free Library
 - Recreation Center
 - Home/Work/School/Mobile device
 - Application Center- (Municipal Services Bldg.)
 - Other

Applicant Documents

Required Documents

Optional Documents

1. Transcripts
2. DD-214
3. Licenses, Registrations and/or Certificates 1