Pharmacy Manager

Announcement Details

Exam Announcement Details

Exam Title	Pharmacy Manager
Exam Number	4A35-20110321-14-00
Salary	$71,207 - $91,553 per year - New employees may be appointed at any step in the pay range depending on qualifications.
Competition	Open-Competitive
Department	
Announcement Date	04/18/2011
Close Date	05/06/2011
General Definition	This is administrative pharmaceutical work serving as a pharmacy manager for a health center or central fill pharmacy in accordance with the appropriate city, state and federal laws and regulations. Supervising lower level pharmacists, pharmaceutical technicians, stores personnel and a clerical staff through subordinate supervisors and coordinating pharmacy services with other health service activities are major aspects of the work. Work includes processing prescriptions. developing and maintaining inventory of drug supplies. supervising data entry for reimbursement from third party payors and supervision of the enrollment of patients in prescription benefits programs. Work is performed under the supervision of a technical superior for technical matters and a health center director for administrative matters.
Union Code	N. Non-Represented
FLSA Code	Exempt

Minimum Requirements

Minimum Training, Education & Experience	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. EXPERIENCE 1. One year of experience as a registered Pharmacist.
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	1. Possession of a license as a registered Pharmacist as issued by the Pennsylvania State Board of Pharmacy prior to and during tenure of employment as a Pharmacy Manager. Please upload or send a copy of your license, following the directions for submission of transcripts. 2. Eligibility for possession of certification as a Pharmacy Manager during tenure of employment and eligibility for participation in all departmental reimbursement programs, if required by work assignment.
Other Requirements	TRANSCRIPT REQUIREMENTS Candidates MUST submit a copy of their official college or university transcript(s) indicating completion of the educational requirement at the time of application. Transcripts MUST indicate conference of the appropriate degree. Candidates with a degree from foreign colleges or universities must submit proof of degree as certified by a professional evaluation service. If you have ever submitted a paper transcript for any City of Philadelphia civil service, you have

to submit another transcript

Option 1 – Upload a paperless transcript – One time only!

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

Option 2 – Submit a paper transcript – Separate transcript required for each application
If you submit a paper copy of a transcript, the transcript will be used for this application only. You will have to submit transcripts again whenever you apply for an examination in the future. Paper transcripts will not be retained and will not be returned to applicants.

Mailing address for paper transcript submissions and other required materials (DD-214, licenses, certifications, etc.):
City of Philadelphia
Office of Human Resources
1401 J.F. Kennedy Boulevard, Room 1640
Philadelphia, PA 19102
Attention: Richard DiLorenzo

Equivalency Statement(s)

Application Details

Application Procedures

Amendment to Basis of Competition and Closing Date

Candidates who applied when this examination was originally announced on March 21, 2011 should not re-apply.

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 May 6, 2011.

Notes to Applicants

Hiring Bonus – Employees are eligible for a lump sum hiring bonus of $1,000 – $3,000 depending on their qualifications.

The bonus will be paid in two equal parts: after the employee has completed three months of satisfactory full-time probationary employment and after the employee has completed twelve months of satisfactory full-time employment. The employees must meet all requirements contained in civil service regulation 6.32 to receive the bonus.

ELIGIBLE LIST
OPEN-COMPETITIVE. 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.

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

Training and Experience Evaluation
Applicants will be evaluated and scored based upon their training and experience credentials. Applicants will not be asked to appear to take a scheduled examination.

A Published List of Candidates and/or an Eligible List is planned for the week of June, 13, 2011. 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

In accordance with Civil Service Regulation 9.091D, candidates may review their answer sheets and other test papers to determine if they have been scored correctly or if there has been an irregularity in the administration of the examination. Candidates will have 30 days after the results have been mailed to review their test. Call 215 686-0880 if you wish to schedule a test review.

Assigned to RD

Parts & Weights

Part	Training and Experience Evaluation
Weight	100%

Posting Specific Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

Optional Documents

1. Transcripts
2. DD-214