



Department of Human Resources & Civil Service

Open Competitive Training & Experience Exam Announcement

Please Post Conspicuously

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County Executive

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Director

CPH-0401-23 Chief Pharmacist

Examination Date: **April 1, 2023**

Application Deadline: **March 3, 2023** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date

Who May Apply: **Qualified applicants**

Salary: **\$111,777 - \$154,726 annually (Monroe County)**

Employment Opportunities: The **Monroe Community Hospital** has **one (1)** position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.

The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

Minimum Qualifications:

Candidates must meet the following minimum requirements on or before the date of the written exam:

Licensed and currently registered by the New York State Education Department as a Pharmacist, plus four (4) years of full time or its part time equivalent* paid experience as a pharmacist in an institutional or private pharmacy, of which two (2) years shall have been in a supervisory capacity.

Special Requirements:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

* part time equivalent experience is as follows:

- 0-9 hours per week = no credit
- 10-19 hours per week = 1/4 (one-quarter) of full-time work
- 20-29 hours per week = 1/2 (one-half) of full-time work
- 30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Residency Requirement:

There is no residency requirement to participate in the examination.

Description of Duties:

This is a professional pharmacology position requiring a thorough knowledge of the preparation of drugs and the compounding and dispensing of medicine. This employee has administrative responsibility for the department, for the safe and accurate handling of medications, and for observing and following all laws, regulations, standards, policies and procedures that affect the practices of the pharmacy. The employee reports directly to and received general direction from the Assistant Administrator Patient Services. General supervision is exercised over the Assistant Chief Pharmacist, Pharmacists, Medication Technicians, Messengers, stockroom workers and other department personnel. The Chief

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

Pharmacist is required to be on call for emergencies.

Scope of Examination:

The examination will consist of an evaluation of education (training) and experience. There will be no written, oral, or performance test. Candidates are required to complete an application form and give accurate information. Vagueness and omissions will not be resolved in your favor.

All candidates meeting the minimum qualifications will have their education and experience rated against the general background of the position.

Please prepare a summary of your training and experience for this position. Be as detailed, concrete and specific as possible; vagueness and ambiguity will not be resolved in your favor. Additional information concerning a candidate's training and experience will not be accepted after the application has been rated.

In your summary of education and training, show all relevant, formal college-level course work including name and address of the institution, dates of attendance, major field of study, number of semester hours completed, and degrees or certificates received, if appropriate. Show relevant institutes, seminars, conferences or symposiums in which you have participated, including dates of attendance, hours of training received, and certificate received, if any. Credit will be given only for training completed after initial date of licensure and also completed within the last six (6) years.

For each relevant position you have held, list the name and address of your employer, name and title of your supervisor, your title and final annual salary, the dates of your employment (including month and years), your main duties and responsibilities and your reason for leaving. Include all clinical experience, as well as, any experience in teaching or research in speech and hearing disorders. You should also indicate whether the position was full or part-time and include the number of hours worked per week. Experience gained through a provisional appointment cannot be used to meet the minimum qualifications.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

No supplemental material will be accepted after the application has been rated.

Weight: Evaluation of Education and Experience 100%

This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Eligible List:

Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidates' scores from the different testing dates may be interfiled. The names of the successful candidates will remain on the eligible list for at least one (1) year to fill present and future vacancies.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request

an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Children of Firefighters and Police Officers Killed in the Line of Duty:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Issue Date: February 10, 2023