

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PHARMACY TECHNICIAN  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which perform technical work related to the provision of pharmaceutical services in a state hospital, institution, or pharmacy. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions which currently exist, or those which result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses positions which, for the majority of the time, perform technical work related to the provision of pharmaceutical services in a state hospital, institution or pharmacy.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which do not function as a Pharmacy Technician a majority of the time.
2. Positions that meet the definition of management, confidential, and/or supervisor, as defined in s. 111.81, (7), (13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions that meet the definition of professional as defined in s. 111.81(11), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

4. Positions performing similar functions a majority of the time at the University of Wisconsin Hospitals and Clinics that are more appropriately classified as UWHC Pharmacy Technician.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression through this Classification Series

Employees enter positions in this classification series by competition. Progression through the series can occur through reclassification, after the attainment of specified training, education, or experience.

## II. DEFINITIONS

### PHARMACY TECHNICIAN-ENTRY

This is entry-level technical pharmaceutical work in a state hospital, institution or pharmacy. The work performed is identical to that described at the objective level but is performed under the close, progressing to limited, supervision of a Pharmacy Technician Supervisor or Pharmacist Supervisor.

### PHARMACY TECHNICIAN-OBJECTIVE

This is objective-level technical pharmaceutical work. Positions allocated to this classification perform any combination of the following duties to assist professional pharmacy staff provide pharmaceutical services in a state hospital, institution or pharmacy: prepare prescriptions for delivery by completing assembly and/or compounding functions- calculate and mix solutions, suspensions, creams and ointments of medication as prescribed; package and label pharmaceuticals and affix prescription labels; maintain a supply of prefilled medications and bulk supplies and store in an orderly fashion; check expiration dates of pharmaceutical supplies and remove expired products from stock; receive and review returned supplies of pharmaceuticals, identify unusable and usable items and dispose or reuse, as appropriate; assist with unit-dose preparation and distribution; assist with computer order entry of prescription orders and requisitions; IV compounding; narcotic medication processing and record keeping; assist in inventory management; assist with onsite reviews; assist in orientation and training of new staff; maintain written and/or computerized records, and prepare reports; and perform related work, as requested. Work is performed under the general supervision of a Pharmacy Technician Supervisor or Pharmacist Supervisor.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and work activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 15, 1994 and announced in Bulletin CC/SC-14 as part of the Pharmacy Technician Survey. The specification was modified effective November 5, 2000 and announced in Bulletin CLR/SC-122. An exclusion statement was added to clarify that this series may not be used to classify positions at UWHC and the format was updated. No changes in class concepts occurred as a

result of this modification.

This classification was modified effective August 5, 2007 and announced in bulletin OSER-0166-MRS/SC to remove the reference to Pharmacy Assistant which was abolished in 2000 and to update the duties performed by the positions.

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