

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PHARMACY TECHNICIAN SUPERVISOR

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 that function as supervisors of technical work related to providing pharmaceutical services. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that 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 encompasses positions that perform both generalized and technical supervision of employees engaged in providing technical pharmaceutical services.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not meet the statutory definition of supervisor as defined in s. 111.81 (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that compound and dispense drugs and other pharmaceutical preparations for a majority of the time (more than 50%) and are more appropriately classified as a Pharmacist.
3. Positions that supervise professional Pharmacists for a majority of the time (more than 50%) and are more appropriately classified as a Pharmacist Supervisor.

4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

PHARMACY TECHNICIAN SUPERVISOR

Positions allocated to this classification provide both generalized and technical supervision of technical employees engaged in the provision of pharmaceutical services. Positions supervise, direct, train, coordinate and schedule Pharmacy Technicians and Stock Clerks in the performance of their duties; coordinate pharmacy management activities; recommend policies and procedures to improve administrative and operational effectiveness; serve as liaison between pharmacists and nonprofessional staff; interpret federal, state and local rules and regulations as they pertain to Pharmacy Technician activities; prepare prescriptions for delivery, fill pill cards, operate pill card packaging and sealing machine, complete prescriptions orders for check by pharmacist, prepare labels; and assist with inventory and re-ordering of pharmaceuticals and supplies.

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 worker 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 was created effective February 8, 2004 and announced in Bulletin OSER-0015-MRS-SC upon the request of the Department of Corrections to describe positions that supervise Pharmacy Technicians and Stock Clerks performing technical work related to the provision of pharmaceutical services.

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