



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

PHARMACY TECHNICIANS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Pharmacy Technicians-B	K2052B	35	
Pharmacy Technicians-O	K2052O	40	
Pharmacy Technicians-A	K2052A	45	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.

Nature of Work

Pharmacy technicians help licensed pharmacists prepare prescription medications, provide customer service, and perform administrative duties within a pharmacy setting. Pharmacy technicians generally are responsible for receiving prescription requests, counting tablets, and labeling bottles. Pharmacy technicians who work in retail or mail-order pharmacies have various responsibilities, depending on State rules and regulations. Technicians receive written prescription requests from patients. They also may receive prescriptions sent electronically from doctors' offices, and in some States they are permitted to process requests by phone. They must verify that the information on the prescription is complete and accurate. To prepare the prescription, technicians retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then they prepare the prescription labels, select the type of container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, as well as prepare insurance claim forms. Technicians always refer any questions regarding prescriptions, drug information, or health matters to a pharmacist.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist and receive guidance in preparing medications for distribution.
- Employees learn pharmacy procedures and terminology and operate and maintain pharmacy pre-packaging machines.

Recommended Education and Experience for Full Performance

High School Diploma or GED and one (1) year paid experience as a Pharmacy Technician.

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Minimum Qualifications

High School Diploma or GED.

Operational

- Employees in this Role independently prepare and process a variety of medications for distribution, pickup and delivery.
- Employees check for proper storage, disposal and replacement of drugs and chemicals.
- Employees maintain inventory of pharmaceuticals and supplies and Inventory control.

Recommended Education and Experience for Full Performance*

High School Diploma or GED and two (2) years paid experience as a Pharmacy Technician.

Minimum Qualifications

High School Diploma or GED and one (1) year paid experience as a Pharmacy Technician.

Advanced

- Employees in this Role direct, train, and assist less experienced staff in the preparation of medications for distribution, proper storage, disposal, and inventory control.

Recommended Education and Experience for Full Performance

High School Diploma or GED and four (4) years paid experience as a Pharmacy Technician.

Minimum Qualifications

High School Diploma or GED and two (2) years paid experience as a Pharmacy Technician.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

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Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Mathematics — Using mathematics to solve problems.

Coordination — Adjusting actions in relation to others' actions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Statutory Requirements: All applicants for this position must be certified in accordance with Pharmacy Technicians Act: 16.19.1.1 NMAC through 16 NMAC 19.1.1, 03-30-02 as applicable.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.