



State of New Mexico
Classification Description

PHARMACY TECHNICIAN

General Summary

Pharmacy Technicians work under the direction of Pharmacists in preparing prescription medications, including data entry, medication repackaging, maintenance of records of receipt and disposition, review of medication storage administration and inventory management.

Pharmacy Technician I

Jobcode: HPTV11

Pay Band: HB

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

Distinguishing Characteristics

Entry level Pharmacy Technician charged with assisting in the preparation and delivery of prescribed drugs and pharmaceutical preparations in accordance with state and federal laws and regulations.

Recommended Education and Experience for Full Performance

Current registration as a Pharmacy Technician as issued by the New Mexico Board of Pharmacy and one (1) year of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Current registration as a Pharmacy Technician as issued by the New Mexico Board of Pharmacy.

Essential Duties and Responsibilities*

- Prepares and processes a variety of medications for distribution, pickup and delivery.
- Checks for proper storage, disposal and replacement of drugs and chemicals.
- Maintains inventory of pharmaceuticals, supplies and inventory.
- Maintains awareness of health insurance data entry billing requirements at point of sale.
- Uses knowledge base to deal with 3rd party payer to resolve physician orders and formulary discrepancies
- Uses accounting abilities for financial reconciliation with 3rd party payers.
- Maintains quality assurance protocols to ensure compliance with national safety standards.
- May review and reconcile pharmacy charges with automated dispensing units, correcting any discrepancies and makes sure appropriate charges are captured.

Pharmacy Technician II

Jobcode: HPTV13

Pay Band: HC

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

Distinguishing Characteristics

A Pharmacy Technician II differs from a Pharmacy Technician I in experience, independence and responsibility for the completion of more complex tasks.

Recommended Education and Experience for Full Performance

Current registration as a Pharmacy Technician as issued by the New Mexico Board of Pharmacy and three (3) year of experience as it pertains to the essential duties and responsibilities of the classification.

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Minimum Qualifications

Current registration as a Pharmacy Technician as issued by the New Mexico Board of Pharmacy and one (1) year of experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Trains and assists less experienced staff in the preparation of medications for distribution.
- Well versed in the proper storage, disposal and inventory control of pharmaceuticals.
- Independently prepares and processes a variety of medications for distribution, pickup and delivery.
- Checks for proper storage, disposal and replacement of drugs and chemicals.
- Maintains inventory of pharmaceuticals, supplies and inventory.
- Maintains awareness of health insurance data entry billing requirements at point of sale.
- Uses knowledge base to deal with 3rd party payer to resolve physician orders and formulary discrepancies
- Uses accounting abilities for financial reconciliation with 3rd party payers.
- Maintains quality assurance protocols to ensure compliance with national safety standards.
- May review and reconcile pharmacy charges with automated dispensing units, correcting any discrepancies and makes sure appropriate charges are captured.

Pharmacy Technician III

Jobcode: HPTV15

Pay Band: HD

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

Distinguishing Characteristics

A Pharmacy Technician III differs from a Pharmacy Technician II in that it consults with other health care professionals such as pharmacists, nurses, and other staff. Functions as an expert in pharmacy and insurance billing and resolves billing issues. Acts as a mentor and provides direction to other Pharmacy Technicians.

Recommended Education and Experience for Full Performance

Current registration as a Pharmacy Technician as issued by the New Mexico Board of Pharmacy and five (5) years of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Current registration as a Pharmacy Technician as issued by the New Mexico Board of Pharmacy and three (3) years of experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Directs, trains and assists less experienced staff in the preparation of medications for distribution.
- Well versed in the proper storage, disposal and inventory control of pharmaceuticals (such as 340B).
- Independently prepares and processes a variety of medications for distribution, pickup and delivery.
- Checks for proper storage, disposal and replacement of drugs and chemicals.
- Maintains inventory of pharmaceuticals, supplies and inventory.
- Maintains awareness of health insurance data-entry billing requirements at point of sale.
- Uses knowledge base to deal with 3rd party payer to resolve physician orders and formulary discrepancies
- Uses accounting abilities for financial reconciliation with 3rd party payers.
- Maintains quality assurance protocols to ensure compliance with national safety standards.
- Review and reconcile pharmacy charges with automated dispensing units, correcting any discrepancies and makes sure appropriate charges are captured.
- Purchasing and billing.

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- Coordinates work schedules.
- Performs financial and procurement duties.

Statutory Requirements: Statutory requirements 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 including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Conditions of Employment: Conditions of employment 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.

Working Conditions: 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.

Established: 10/18/2019

Revised:

**Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*