

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
PHARMACIST SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional pharmacy supervisor positions. Positions in this classification meet the definition of supervisor in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended 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

Positions allocated to this classification perform professional supervisory pharmacy work in state institutions. These positions have responsibility for directing institution-wide pharmacy operations and for making, compounding and dispensing drugs and other pharmaceutical preparations.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition(s) of supervisor in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter all positions within this classification by competitive examination.

**II. DEFINITIONS****PHARMACIST SUPERVISOR**

Positions allocated to this classification perform professional supervisory work with responsibility for the direction, supervision and administration of institution-wide pharmacy operations. Positions supervise the work of other professional employees; develop and administer an efficient drug distribution system; establish specifications for the purchasing of drugs, chemicals, and biologicals; monitor ordering of pharmaceuticals and supplies and maintain an inventory control system; and develop and implement policies and procedures to insure compliance with all federal and state laws governing drug usage including monitoring of controlled substances and removal of drugs deemed unsafe by the FDA and/or drug manufacturers. Positions develop collaborative working relationships with other institution departments/staff, provide inservice education programs and provide ongoing information on uses, dosage, side effects, availability and cost of drugs to members of the institution staff. Positions process prescriptions and orders for drugs using proper pharmaceutical methods and techniques and maintain records of drugs dispensed. The work is performed under general supervision.

**III. QUALIFICATIONS**

Special Requirement: Graduation from a recognized school of pharmacy and registration or eligibility for registration as pharmacist in the State of Wisconsin.

Other 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 specification was modified effective March 12, 2000 (see Bulletin CLR/SC-109) as part of the broadbanding expansion. Specification language was updated to reflect current terminology and practices.

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