



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary	Job Rate
20-973 Pharmacy Consultant	25	\$81,446	\$102,661

Appointees with the New York State Department of Health and the Office of the Medicaid Inspector General will receive an additional \$11,000 state-wide annual adjustment.

NO APPLICATION PROCESSING FEE REQUIRED

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must have a current license and registration to practice pharmacy in New York State and two years of post-licensure experience as a pharmacist.

Continued Employment: Current licensure and registration to practice pharmacy in New York State is necessary for continued employment as a Pharmacy Consultant. Action will be taken to remove you from your position if you fail to maintain licensure and registration.

NOTES:

1. Information regarding New York State licensure may be obtained from the State Board for Pharmacy by contacting the New York State Education Department, Office of the Professions, State Education Building, 2nd Floor, 89 Washington Avenue, Albany, New York 12234, or by calling (518) 474-3817, or e-mail at op4info@nysed.gov. Their website address is: www.op.nysed.gov
2. The Omnibus Budget Reconciliation Act of 1987 mandates that surveyors of health facilities complete a training and testing program. The US Department of Health and Human Services has developed the Surveyor Minimum Qualifications Test (SMQT) in response to this mandate. Candidates must be aware that in addition to passing this examination for employment, they must also be certified through an appropriate SMQT process to retain certain positions.
3. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
4. New York State residence is not required.

THE POSITIONS: These positions are classified at the New York State Department of Health (DOH), New York State Education Department (SED), Office of the Medicaid Inspector General (OMIG), and the Workers' Compensation Board (WCB).

DUTIES: As a **Pharmacy Consultant**, you may function independently, or as a member of a survey team engaged in health care surveillance activities at hospitals, clinics, nursing homes, and other health care facilities. You may develop and administer pharmacy surveillance and regulatory programs to ensure that pharmacy services meet legal requirements and professional standards of practice. You may also analyze prescription data to detect diversion of controlled substances and other health system issues; perform pharmacological research and consultation activities on drug, pharmacy, and public health projects; investigate instances of fraud and abuse; and serve as a liaison between State and federal agencies on pharmaceutical issues. You may also review drug formularies, assist with the development of clinical criteria for drug utilization review programs, and supervise subordinate staff assigned to regulatory and surveillance programs.

SUBJECT OF EXAMINATION: There will be no written test. The test will consist of an evaluation of your education and experience against the range of duties and responsibilities found in these positions.

If you meet the Minimum Qualifications you will be sent a supplemental questionnaire to complete and return. This questionnaire will be the only basis for rating your education and experience.

Your final score must be 70 or higher in order to pass. Your final score on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits.

The list established as the result of this examination will be used to fill positions which may be established at additional geographic locations in New York State during the life of the list.

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include the notification of your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

HOW TO APPLY:

- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

WHERE TO APPLY: DO NOT mail your application to the New York State Department of Civil Service. Mail your completed applications to the addresses below:

**For positions at the Department of Health, Office of the Medicaid Inspector General, and the
Workers' Compensation Board
MAIL YOUR COMPLETED APPLICATION TO:**

New York State Department of Health
Bureau of Personnel Management
Room 2217, Corning Tower, Empire State Plaza
Albany, NY 12237

**For positions at the New York State Education Department
MAIL YOUR COMPLETED APPLICATION TO:**

New York State Education Department
Office of Human Resources Management
89 Washington Avenue Room 528 EB
Albany, New York 12234

State agencies have an ongoing need for persons qualified for appointment to these positions. Therefore, the New York State Department of Health and the New York State Education Department will accept applications at any time and will rate applications whenever additional eligibles are needed. In general, all applications received up to six weeks before a scheduled test date will be processed for that test date. Applications received afterward will be retained for the next scheduled rating.

RETEST POLICY: Qualified candidates may file as frequently as yearly, but a new application is required each time.

ELIGIBLE LIST: Candidates who meet the qualifications and pass this examination, will have their names placed on the eligible list in the order of final score, regardless of the date on which they filed for the test. The names of qualified candidates will remain on the eligible list for two years.

ADDITIONAL INFORMATION

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.