

# BOARD OF REGENTS STATE OF IOWA

## REGENT MERIT SYSTEM

**Class Title: Pharmacy Manufacturing Technician III**

**Class Code: 3383**

**Pay Grade: 112**

### **GENERAL CLASS DESCRIPTION:**

Under the general supervision of a Staff Pharmacist or other designated professional staff, coordinates and supervises, with high proficiency, the operational systems and performs as necessary, the technical activities associated with the manufacturing of various types of pharmaceutical dosage forms used in human or veterinary clinical research studies.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Responsible for ensuring that all subordinate technical support staff are in compliance with all federal and departmental regulations.
2. Demonstrates a high proficiency in the set up, performance, and operation of sophisticated manufacturing systems.
3. Responsible for the assigned equipment coordination and maintenance and all related records and documentation pertaining to quality assurance activities.
4. Responsible for the coordination of equipment and facility maintenance and all related records and other documentation pertaining to quality assurance activities.
5. Responsible for the training of all new Pharmaceutical Manufacturing Technicians and hourly laboratory assistants. Provides instruction, evaluates performance, follows up on training needs, and completes appropriate training documentation for supervised personnel. Prepares schedules for support staff and consults with supervisors as needed.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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6. Coordinates daily functions of Pharmacy Manufacturing Technician I and II's to meet schedules and needs as defined by Pharmacy Manufacturing Technician Supervisor and other designated professional staff.
7. Provides functional supervision to Pharmacy Manufacturing Technician I and II as needed.
8. Assists with interviewing technician candidates, checking references, and provides input on evaluation of candidates.
9. Hire, train, discipline, evaluate, and terminate assigned Pharmacy Manufacturing Technicians and part time laboratory support staff.
10. Coordinates the ordering of laboratory supplies.
11. Coordinates equipment and facility maintenance and all related records and other documentation pertaining to quality assurance activities.
12. Performs as needed all duties and responsibilities of a Pharmacy Manufacturing Technician I and II.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the metric system.
2. Knowledge of drug and drug/food manufacturing nomenclature.
3. Knowledge and understanding of Standard Operating Procedures and Federal Current Good Manufacturing Practices as they relate to a food/drug regulated industry.
4. Ability to assemble/disassemble pharmaceutical manufacturing, packaging, & labeling equipment.
5. Ability to operate various equipment including computers, calculators, and pharmaceutical manufacturing and packaging equipment.
6. Ability to work safely and willingness to comply with special safety and health precautions.

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7. Ability to maintain effective working relationships.
8. Ability to sit or stand for an entire shift as required.
9. Ability to perform basic mathematical calculations.
10. Ability to interpret and follow written and oral instructions.
11. Ability to perform work under direct observation.
12. Ability to maintain effective working relationships with others.
13. Ability to maintain records, prepare schedules for support staff, train and direct support staff, and assist with administrative and supervisory activities, including performance evaluations and personnel time records.
14. Ability to use software relevant to job duties (i.e. word processing, spreadsheets, database, email, specialized environmental systems control software and equipment operating/data collection software).
15. Ability to train and supervise temporary laboratory assistants.
16. Ability to demonstrate proper safety procedures for manufacturing equipment and production areas.
17. Ability to learn and demonstrate proper safety procedures for handling raw materials including hazardous/regulated chemicals (i.e toxic, potent and/or carcinogenic chemicals, Schedule I to V controlled substances [regulated by State and Federal DEA], and alcohols [regulated by Federal ATF]).

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**MINIMUM ELIGIBILITY REQUIREMENTS:**

High school graduate or equivalent and;

A combination of five years experience as a Pharmacy Manufacturing Technician I & II or;

Six years experience in a related position in the food/pharmaceutical/medical device industry or;

A combination of related post high school education and related industrial experience equal to six years.

**REVISION EFFECTIVE: January 16, 2002**

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