

Pharmacy Manager (0581U), University Health Services -  
83001  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269466>

Downloaded On: Dec. 16, 2025 4:56am

Posted Dec. 15, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Pharmacy Manager (0581U), University Health Services - 83001
<b>Department</b>	University Health Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Dec. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Services
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**Job Description**

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**Pharmacy Manager (0581U), University Health Services - 83001**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

UC Berkeley's University Health Services (UHS) is a comprehensive college health service providing fully accredited primary medical care, counseling and psychological services, and innovative health promotion programs for students, faculty, and staff. UHS provides on-campus medical care and coordinates supplemental needs for off-campus care through a network of community specialists and hospitals. The Clinical Services Program within the UHS includes urgent care, primary care and specialty clinics, laboratory, pharmacy, physical therapy, radiology, and a major medical insurance plan.

Approximately 65,000 visits occur annually including Primary Care, Urgent Care, Occupational Health and Specialty Clinics. Services are designed to enable students to get the most from their educational experience, minimizing the impact of illness, injury and emotional distress on their academic career. Medical care and wellness programs are available to faculty and staff to meet their occupational health needs and minimize lost work time. These visits generate ancillary encounters with the Radiology, Clinical Laboratory, Physical Therapy and Pharmacy departments. The Counseling and Psychological Services department sees an additional 15,000 visits per year.

## Position Summary

Responsible for managing the operational, administrative and technical functions of a licensed pharmacy. Involves providing pharmaceutical services to students and other eligible customers. Supplies the various clinics at the student health services with pharmaceuticals. Serves as a resource for drug information for students, faculty and staff. Functions as the Pharmacist in Charge and meets all current requirements of such as set forth by the CA Board of Pharmacy. Ensures regulatory compliance to all applicable oversight including California Board of Pharmacy, DEA, AAAHC, UHS Governing Body, and UC Office of the President. Is responsible for up to date quality reports and error

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reporting as per CA Board of Pharmacy and UHS Policy.

### **Application Review Date**

The First Review Date for this job is: 12/23/2025.

### **Responsibilities**

Manages pharmacy and all related operations:

- Consults with and advises medical staff personnel regarding utilization of drugs and pharmaceuticals.
- Assures compliance with all regulatory agencies, State Board of Pharmacy, licensing requirements and AAAHC.
- Selects vendors and oversees inspection of pharmaceutical items received following UHS policy and procedure.
- Keeps abreast of current drugs and related issues concerning new drugs or developments.
- Establishes, implements and monitors changes to policies and procedures concerning operations of the facility's pharmacy.
- Manages, coordinates and supervises pharmaceutical services including purchasing, receiving, storing and dispensing of drugs.
- Chairs Pharmaceutical and Therapeutics Committee and collaborates with other clinic departments in all aspects relating to pharmaceuticals
- Maintains safe, secure, and healthy pharmacy environment by ensuring consistent adherence to organization standards and policies, and to legal regulations; alerting others regarding potential concerns.
- Develops and monitors operational and budget for sustained revenue growth.
- Develops and monitors operational and budget processes, staff FTE, finance, human resources, and space planning.

Manages inventory according to Pharmacy & Therapeutics Committee guidelines.

- Manages inventory to determine stock needs and assure use before expiration date according to AAAHC and Pharmacy and Therapeutic Committee guidelines.
- Provides appropriate recommendations regarding new or existing medications, to ensure optimal patient care at the lowest cost to both the patient and healthcare system.
- Demonstrates comprehensive knowledge of the pharmacy revenue cycle to prevent billing errors, ensure accurate reimbursement and protect organizational financial integrity. Performs regular

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audits to ensure adherence and aid in early identification of potential issues.

- Advises safe and appropriate medication storage in UHS clinics
- Ensures drugs are stored securely and in accordance with manufacturer guidelines.

Manages and leads pharmacy staff:

- Responsible for hiring, training, evaluating and disciplining of pharmacy staff members according to campus policies and procedures.
- Staff development: includes work on committees and assignments that enable the staff member to stretch and grow, along with formal and informal coaching and mentoring and regular training, including attendance.
- Responsible for regular staff meetings and minutes
- Serves as a conduit to represent staff and unit needs at leadership committees and in improvement opportunities
- Ensures staff are trained and compliant with current SOPs.
- Ensures prescriptions are dispensed in accordance with CA pharmacy practice laws including proper
- verification, counseling and error prevention procedures.
- Ensures technicians and support staff work within their legal scope of practice.
- Ensures all staff are ready at any and all times for a unannounced audit from any regulatory body.

Responsible for creating, adjusting and maintaining efficient staff schedules to:

- Ensure optimal coverage.
- Minimize labor waste.
- Align staffing needs with operational demands.
- Staff within regulatory requirements. .

Assures compliance with all regulatory agencies, licensing requirements, and AAAHC.

- Establishes, implements, and monitors changes to policies and procedures concerning operations of the facility's pharmacy.
- Ensures proper maintenance of records, files and other references including but not limited to prescriptions, logs, inventories, temperature logs and receiving invoices. Ensures retention of records for mandated time periods.
- Oversees compliance with DEA regulations including accurate controlled substance inventory, and record keeping demonstrating proper handling, storage, distribution and waste of all controlled substances.

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- ensures timely reporting of any discrepancies, losses, near misses or errors per regulatory standards and UHS policy.
- Ensures the pharmacy maintains all required federal, state and local licenses and permits
- Submits required reports to all state boards, DEA, FDA, UHS Quality Improvement Committee and keeps UHS Leadership abreast of any potential irregularities or concerns.
- Serves as the primary point of contact during inspections and audits by the Board of Pharmacy, DEA, AAAHC or other regulatory or oversight entities. Ensures coverage for potential unexpected audits during times of absence.

Performs all duties, including direct patient care, of a UHS Pharmacist

- Checks for accuracy all medications/prescriptions prepared by the technical staff prior to dispensing the medication to the patient and makes appropriate corrections when required.
- Reviews, interprets and evaluates medication orders and identifies, prevents and resolves potential or actual drug related problems.
- Prescribes, delegates, and coordinates pharmaceutical care based on the patient's diagnosis, age, dietary, and physiological and psychological needs.
- Communicates with patients regarding prescribed therapies to promote patient outcomes in accordance with California Board of Pharmacy standards.
- Performs all duties within approved privileging and credentialing at UHS.

Additional projects and other duties as assigned.

### **Required Qualifications**

- Strong knowledge of all pharmacy functions; with knowledge of all areas of pharmaceutical services and operations.
- Strong interpersonal skills necessary to interact effectively with customers and other individuals in the medical field.
- Strong skills associated with managing staff members and department budget according to campus policies and procedures.
- Knowledge of and skills in working with pharmacy information systems.
- Knowledge of electronic/medical records systems.
- Strong knowledge of revenue generation, pharmacy budgets and inventory control.
- Strong skills in and knowledge of the practices of management and supervision.
- Knowledge of HIPAA Privacy Rules and California state laws regulating privacy and confidentiality of health information
- Knowledge of CA laws regarding pharmacy regulation and understands role of CA Board of

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**Pharmacy.**

- Critical thinker with advanced analytical abilities to identify and solve complex problems.
- Ability to effectively lead and work within a collaborative team-focused environment.
- High emotional intelligence with ability to self-direct with minimal direction or supervision; a person who is open to new ideas; and a creative and flexible individual who is comfortable working in a large, complex organization.
- Will possess strong professionalism, credibility, commitment to high standards, innovation, independence and accountability.
- Conflict resolution skills, excellent customer service, and comfortability interacting with a variety of student populations within UC Berkeley.
- Graduate from an accredited school of pharmacy, Pharm D degree.
- Possession of the legal requirements for the practice of pharmacy, as determined by the California Board of Pharmacy.
- Current valid State of California Pharmacy license.
- BLS (Basic Life Support) Certification required within 90 days.

**Preferred Qualifications**

- Minimum five (5) years of relevant retail/outpatient pharmacy experience with demonstrated working and administrative understanding of retail clinic setting/ outpatient dispensing, clinical services implementation and management and computer systems.
- Minimum three (3) years of experience in a leadership role to include the management/oversight of pharmacy department operations and personnel management in an ambulatory or community setting.
- Self-Administered Hormonal Contraception Pharmacist Protocol.
- Pharmacist Furnished Naloxone Protocol.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and

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organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$155,900.00 - \$190,104.00.

- This is an exempt monthly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity. This position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Physical Exam

- Employment is contingent upon passing a physical exam.

### Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they



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committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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**Contact**

N/A

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