



Executive Secretary, Research Advisory Panel

*... a unique pharmaceutical opportunity
working in a one-person office environment in San Francisco, California*

The California Attorney General's Office has an immediate opening for a licensed Pharmacist to work Mondays through Fridays. The Executive Secretary handles all administrative and executive matters for the Research Advisory Panel, a review board that meets bimonthly to review Schedule I and Schedule II controlled substance research proposals planned for conduction in California. The position executes the actions of the Panel, handles extensive written correspondence, maintains a database of all Panel-approved studies in California, confers with the representatives of Institutional Review Boards and the Drug Enforcement Agency regarding research protocols reviewed by the Panel, evaluates reports prepared by those engaged in drug research programs or clinical trials, handles all preparation and distribution of the Panel's annual report to the Governor and the Legislature, directs the administration and business activities of the Panel, conducts onsite inspections of drug research programs and evaluates effectiveness, checks for compliance of programs with the criteria and safeguards established by the Panel.

This position requires the ability to function independently in a one-person office. Windows, Word or WordPerfect, Excel and Access experience is highly desirable. Excellent communication and organization skills, and occasional travel are required. This is a permanent, government position although initial appointment will be temporary to expedite hiring. Hiring contingent upon background clearance. Only the most qualified candidates will be interviewed. Filing for this position will remain open until the position is filled.

Salary range \$4963 - \$6034 per month; starting salary is commensurate with experience. Applicants must meet the following Minimum Requirements: Possession of a valid certificate of registration on a licentiate in pharmacy issued by the California State Board of Pharmacy. AND Experience: Five years of progressively responsible experience in the practice of pharmacy or in a research, teaching, or consulting at field related to pharmacy, two years of which must have been in a supervisory or administrative capacity including or supplemented by experience in the design, execution or analysis of laboratory and clinical drug research. (Experience in the California state service applied toward this requirement must include two years in a class at a level of responsibility at least equivalent to Consulting Pharmacist II, Department of Health.) AND Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Applicants must submit a State application form (Std. 678), writing sample and resume to:

Edward P. O'Brien, Panel Chairman, Research Advisory Panel of California
Office of the Attorney General
455 Golden Gate Avenue, Suite 11000, San Francisco, CA 94102-7004
Phone (415) 703-5875 for more information