

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER 22849 PD	DGS OFFICE or CLIENT AGENCY Procurement Division	
UNIT NAME Pharmaceuticals	REPORTING LOCATION 707 3rd Street, 2nd Floor, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday - Friday, 8:00 a.m. to 5:00 p.m.	POSITION NUMBER 306-504-8338-005	CBID R01
CLASS TITLE Health Program Specialist I	WORKING TITLE	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Health Program Manager II, the Health Program Specialist I (HPS I) functions as a highly skilled technical program consultant and is responsible for supporting the implementation and coordination of the California Pharmaceutical Collaborative (CPC). CPC coordinates the efforts of state and local governmental entities to control the cost of prescription medications. The CPC identifies and implements strategies to address the "high cost" drug issues and other pharmaceutical trends that affect pharmaceutical purchasing programs for state and local governmental entities. The HPS I is also responsible for coordinating and conducting outreach activities statewide to inform state and local governmental entities about the benefits of the DGS Statewide Pharmaceutical Program.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Coordinates and consults in the planning and facilitation of all functions of the California Pharmaceutical Collaborative (CPC) by developing agenda, facilitating meetings, developing reports and presentations, facilitating and coordinating workgroups, in order to present research on current pharmaceutical issues, and provide contract administration consultation services, statewide to ensure the CPC's legislative mandates are effectively carried out.
30%	Leads strategic outreach efforts by developing presentations, creating informational materials, developing strategic action plans, and conducting outreach activities statewide in order to target recruitment of state and local governmental entities to participate in the DGS Statewide Pharmaceutical Program contracts as they pertain, and activities to ensure assess statewide needs are met utilizing various software programs and resources.
20%	Conducts, researches and programs planning assessments by performing critical analysis on policy development, in order to make recommendations to management on legislation, regulations, and contracting processes impacting pharmaceutical purchasing programs, to ensure further CPC efforts, utilizing various software and web-based programs.

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 Current Proposed**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
15%	Assists in the development and maintenance of the CPC workplan by coordinating with CPC members, in order to research and present recommendations to management, and provide work plan progress for CPC goals and strategies to ensure the CPC accomplishes its mandated goals, utilizing various software programs.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs research and analysis on special projects, as assigned by Procurement Division management staff.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- * This position is eligible for telework 5 Days days a week, in accordance with DGS's Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.
- Occasional off-site meetings within Sacramento and occasional out-of-town meetings within California that may require the use of various transportation modes, i.e. airplane, taxi, car, etc.
- May acquire support services to transport documents/and or equipment, and any other items in connection with duties.
- In times of state emergencies, may be required to respond 24/7 on-site, or off-site.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED