

**Department of Health Care Access and Information
(Proposed) Duty Statement**

Employee Name <Vacant>	Organization Office of Health Care Affordability (OHCA) CalRx Program	
Position Number 441-600-5393-901	Location Sacramento	Telework Option Hybrid.
Classification Associate Governmental Program Analyst	Working Title CalRx Program Policy Analyst	

General Description	
<p>CalRx represents a groundbreaking solution for addressing drug affordability. Originally announced in January 2019 in Governor Newsom’s first Executive Order and later signed into law in the California Affordable Drug Manufacturing Act of 2020 (Pan, SB 852, Chapter 207, Statutes of 2020), CalRx empowers the State of California to develop, produce, and distribute generic drugs and sell them at low cost. The State will target prescription drugs where the pharmaceutical market has failed to lower drug costs, even when a generic or biosimilar medication is available.</p> <p>Under the direction of the CalRx Program Manager within the Office of Health Care Affordability, the Program Policy Analyst supports CalRx program administration in collaboration with multidisciplinary HCAI offices, including administration, legal, external affairs and communications, and information services. The incumbent performs varied and complex technical and analytical assignments such as research and planning, program and website support, and policy analysis and formulation related to target drugs under CalRx.</p> <p>All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.</p>	
Supervision Received	Reports to CalRx Program Manager.
Supervision Exercised	None.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires in-person and remote meetings; prolonged sitting, reading, review, analysis and preparation of digital correspondence and documents; extensive use of phone and computer devices including Microsoft Office 365 productivity applications; frequent contact and communication with management, staff, consultants and the public; ability to get along with a diverse group of people and help maintain morale within the department; may be called upon to work for periods exceeding the normal workday or work week.

Job Duties	
E = Essential, M = Marginal	
50%	<p>E Policy and Market Analysis & Research</p> <p>Researches and analyzes policies and initiatives to improve drug affordability and access in support of implementation of the CalRx program. Evaluates the impact of proposed initiatives, state or federal legislation, and changes in state or federal regulations on the CalRx program.</p>

Serves as a subject matter expert on specific policies related to current and future drug affordability initiatives. Consults with OHCA staff and the HCAI Office of Legal Services on policy matters. Supports stakeholder meetings and briefs CalRx staff and stakeholders on program policy. Tracks deadlines and requirements associated with CalRx program and ensures CalRx compliance with legal and regulatory requirements. Conducts research on the pharmaceutical market in California, production and distribution of generics, findings of similar initiatives in other states or large purchasers, and other issues of interest to the program. Prepares reports and other written material to management and external parties.

25% E **Program and Vendor Support**
 Supports the development of new target drug initiatives by drafting solicitations or Requests for Information and Requests for Proposal. Provides consultation to existing vendors and applicants, as applicable, by preparing guidelines, providing policy interpretation, and drafting communications. Supports audits or inspections of vendors and partners and ensures compliance with applicable laws or agreements with HCAI. Assists with special projects and vendor/public communications including email communications, alerts, trainings, newsletters, and coordinating web posting. Manages collection and storage of program and vendor documents.

20% E **Website and Communications**
 Manages CalRx website and content, ensuring that content is up-to-date and in alignment with CalRx policies and procedures. Maintains a repository of approved and vetted communication materials for use by division staff in external verbal and written communications; materials include, but are not limited to, presentations, press release content, mass mailings, flyers, briefing materials, reports, white papers, analyses, and talking points. Ensures stakeholders can readily access public information. Manages CalRx email communications.

5% M **Other Duties**
 Other functions including but not limited to the following: preparing written reports, decision memos, policy recommendations, and other written material; participating in high priority projects; serving on special committees as directed; and analytical duties and assignments necessary to carry out the activities of the Section.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Show initiative in making work improvements, identifying and correcting errors, and initiate work activities.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI’s mission, vision, and goals.
- Demonstrate a commitment to HCAI’s Core Values.
- Maintain a proactive and innovative mindset.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date