

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

<b>Employee Name</b> <Vacant>	<b>Organization</b> Office of Health Care Affordability (OHCA) CalRx Program	
<b>Position Number</b> 600-8336-901	<b>Location</b> Sacramento	<b>Telework Option</b> Hybrid.
<b>Classification</b> Health Program Specialist II	<b>Working Title</b> Pharmaceutical Project Manager	

<b>General Description</b>	
<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>The Pharmaceutical Project Manager provides program planning, project management expertise, and oversight for various target drug initiatives under the CalRx program. The incumbent conducts complex external and internal stakeholder engagement activities pertaining to current and future target drugs under the program. This role keeps abreast of state and federal regulations, health care policies, and rapidly changing developments within the pharmaceutical sector, and they provide recommendations to executive leadership for project direction or redirection to mitigate potential project risks.</p> <p>The incumbent will exercise considerable independent judgment in providing policy and procedural recommendations that have significant impact on the CalRx program. The recommendations of this HPS II will affect program development and implementation, evaluation of potential vendors and partnerships, and access to affordable and critical prescription drugs throughout the state. This role requires independent initiative-taking, strong follow-through, the ability to manage multiple elements of a project simultaneously, and excellent relationship management skills.</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>	
<b>Supervision Received</b>	Reports to CalRx Program Manager.
<b>Supervision Exercised</b>	None.
<b>Physical Demands</b>	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.
<b>Typical Working Conditions</b>	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

30%	E	<b>Project Management and Planning</b> Help plan for and manage various drug affordability initiatives under the CalRx program. Perform key project management tasks such as developing and updating the project plan, tracking project activities, managing stakeholder and partner relationships, assigning and monitoring tasks, and updating executive leadership on project performance. Provide recommendations to executive leadership for project direction or redirection to mitigate potential project risks. Work collaboratively with external and internal teams to resolve project issues.
30%	E	<b>Policy Analysis and Development</b> Keep abreast of state and federal law and regulations, agency government policies, and guidelines impacting the pharmaceutical market. Monitor trends and issues in drug affordability, shortages, and equitable distribution. Analyze state and federal policies, as well as health care and pharmaceutical market data. Use critical thinking to provide guidance in the evaluation, analysis, and interpretation of data and reports related to current and future target drug projects. Draft briefing papers and participate in meetings with HCAI executive management to discuss new challenges and recommend solutions or potential program changes to mitigate or resolve those emerging issues.
20%	E	<b>Stakeholder Engagement and Communications</b> Conduct complex external and internal stakeholder engagement activities pertaining to various drugs targeted under the program. Act as a point of contact for any stakeholder or media questions related to current or future CalRx initiatives. Proactively address and resolve program or policy issues with clients and stakeholders. Organize and lead meetings or workshops with stakeholders or advisory councils to discuss the initiative, gather feedback, and foster collaboration. Serve as a liaison with the HCAI Communications Office. Create and oversee communication plans that outline how to disseminate information to different stakeholders, including health plan representatives, health care providers, pharmaceutical companies, consumer advocates and the public. Respond to media inquiries and create other public-facing content, including content for the CalRx website. This may include news, progress reports on key milestones achieved, FAQs, or other information that showcases the impact and effectiveness of a CalRx initiative.
15%	E	<b>Program Oversight</b> Oversee and monitor work done by vendors and partners. Work directly with the division's legal staff in reviewing vendor requests for information, requests for proposal, policies and procedures, and other materials related to drugs targeted under the program. Help create internal policies and procedures necessary to properly evaluate and manage relationships with pharmaceutical vendors and partners. Coordinate with HCAI legal staff, other HCAI Offices, federal and state agencies, legislature, advocates, and other stakeholders to identify sensitive and complex issues, conduct appropriate research and to provide recommendations and strategies for problem resolution.
5%	M	<b>Other Duties</b> Establish and maintain cooperative relations with a variety of governmental, educational, and provider entities. Attend team meetings as well as other state and ad hoc meetings, work groups,

training courses, and seminars. Travel and perform other job-related duties as needed. Represent HCAI at meetings and conferences regarding drug affordability and CalRx initiative progress.

**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.

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**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.

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Employee Signature/Date

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Supervisor Signature/Date