Department of Health Care Access and Information
Duty Statement

Employee Name <Vacant>	**Organization** Office of Health Care Affordability (OHCA) CalRx Program	
Position Number 441-600-5758-901	**Location** Sacramento	**Telework Option** Hybrid
Classification Research Data Specialist II	**Working Title** Pharmaceutical Data Specialist	

General Description

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.

The Pharmaceutical Data Specialist applies research methodologies and data analysis to support the development, implementation, and evaluation of CalRx programmatic operations and strategies, including those to ensure equitable access. The incumbent independently performs more complex data research and analysis in response to ad-hoc research and reporting requests and synthesizes findings in written memos, reports, and presentations. This role keeps abreast of pharmaceutical industry data trends, health care policies, and rapidly changing developments within the pharmaceutical sector, and provides recommendations to executive leadership for project direction.

The incumbent will develop policy and procedural recommendations that have significant impact on the CalRx program, affecting program development and implementation, evaluation of potential vendors and partnerships, and access to affordable and critical prescription drugs throughout the state. This role requires creative and analytical thinking, excellent qualitative and quantitative research skills, and a strong ability to communicate research findings in written and presented materials.

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.

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

30% E **CalRx Program Evaluation & Data Analytics**
Leads research and data analysis to support the development, implementation, and evaluation of CalRx programmatic operations and strategies. Independently performs more complex data analysis in response to ad-hoc research and reporting requests using programs like SAS, SQL, Python, ArcGIS, Excel, Tableau, and others to query, format, and organize data to forecast pharmaceutical trends and assess potential impact of the CalRx program. Measures program success, including evaluation of more equitable outcomes in access and affordability. Recommends operational changes, such as changes in distribution strategies or targeting of new drugs. Serves as CalRx liaison with the HCAI Office of Information Services, including and Research and Analytics branches.

30% E **Pharmaceutical Market Research**
Performs research and analysis pertaining to legal, market, policy and regulatory factors and barriers, including but not limited to patents on active ingredients, secondary patents on devices, and the Food and Drug Administration's review and approval processes for generic drugs and biosimilars. Research methods may include qualitative literature reviews, quantitative data analysis, and informant interviews. Coordinates with state departments and other groups to identify, collect, analyze, and report on prescription drug utilization, costs, and effectiveness. Monitors pharmaceutical market and manufacturing data and alerts management to potential risks and opportunities.

20% E **Stakeholder and Public Reporting**
Contributes research and expertise for the implementation and maintenance of a public-facing website for health care and pharmaceutical data related to the CalRx program, including design and publishing of visualizations, such as Tableau dashboards. Contributes to CalRx website content and messaging as it relates to data analytics, research findings, and public transparency reports. Prepares written reports, feasibility studies, data analysis, decision memos, policy recommendations, fiscal impact studies, and other written material for submittal to management, executive leadership, control agencies, legislative staff, Governor's Office, academia, the public, and others. Prepares responses to analytical questions from executive management as needed.

15% E **Pharmaceutical Data Consultation**
Provides complex technical consultation in the evaluation, analysis, and interpretation of data and reports related to the Biosimilar Insulin Initiative, the Naloxone Access Initiative, and future projects. Uses strong understanding of pharmaceutical data and statistical methodologies to provide consultative advice and support as a prime resource in interpreting existing reports and data models.

5% M **Other Duties**
Establishes and maintains cooperative relations with a variety of analytical partners in government, academia, and industry. Attends team meetings as well as other state and ad-hoc meetings, work groups, training courses, and seminars. Travels and performs other job-related duties as needed. Represents HCAI at meetings and conferences regarding pharmaceutical data.

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.
- 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

Employee Signature/Date

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

Supervisor Signature/Date