

Proposed

**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Information Services Enterprise Data Operations Branch Cost Transparency Section Cost Transparency Prescription Drug Unit	
Position Number 441-507-5393-XXX	Location Sacramento	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Rx Cost Transparency Analyst	

General Description Performs the more responsible, varied, and complex technical analytical assignments related to drug cost transparency (CTRx) program operations. The incumbent will analyze and review data submissions from prescription drug manufacturers for completeness, accuracy, and compliance; and will support constructive relationships with industry and public stakeholders. This position requires the incumbent to communicate effectively orally and in writing, with or without reasonable accommodation, in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; adhere to the Department of Health Care Access and Information (HCAI) policies and procedures regarding attendance, leave, and conduct; and ensure compliance with California Prescription Drug Pricing for Purchasers statute and regulations.	
Supervision Received	Under direction, incumbent reports to the Staff Services Manager I, Cost Transparency Information Unit.
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 use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.
Job Duties E = Essential, M = Marginal	
40% E	Collect and review complex and sensitive prescription drug cost information in accordance with office review standards to assure compliance with relevant statutes and regulations. Conduct online searches to verify the accuracy and completeness of required reporting. Related duties include revising and maintaining compliance and desk review policies, procedures, standards, and documentation.

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20%	E	Perform analyses and prepare responses to inquiries from prescription drug manufacturers, industry organizations, consultants, governmental agencies, other Office staff, and the public concerning complex technical issues related to CTRx program and reported information.
15%	E	Conduct post-reporting activities that may include drafting regulatory revisions and subsequent guidance documents to accommodate changes in practices, the law, and Office policy; drafting recommendations and justifications of penalty assessments for late filing of cost transparency reports; and analyzing new electronic information products for public availability.
10%	E	Work collaboratively with other CTRx program and process stakeholders. Participate in various meetings to ensure CTRx program missions, objectives, and projects are achieved. Review purchaser registrations and communicate with purchasers to ensure purchasers meet statutory definitions and their contact information is up-to-date.
10%	E	Identify problems and enhancement opportunities to the CTRx reporting and purchaser registration IT tools, and track status of responses to these problems and opportunities through completion.
5%	M	Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- 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 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