

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



Employee Name Vacant	Organization Department of Health Care Access and Information Office of Health Information Enterprise Data Operations Branch Cost Transparency Section Cost Transparency Prescription Drug Unit
Position Number 441-507-5393-XXX	Telework Option Hybrid
Classification Analyst II	Working Title Rx Cost Transparency Analyst
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revision Date July 2026	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, and Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high-value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under the direction of the Supervisor I, the Analyst II performs the more responsible, varied, and complex technical analytical assignments related to the drug cost transparency (CTR_x) 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.

Department of Health Care Access and Information Duty Statement

Essential Job Functions

- 40%** 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.
- 20%** 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 the CTRx program and reported information.
- 15%** 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%** Work collaboratively with other CTRx program and process stakeholders. Participate in various meetings to ensure the CTRx program's 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%** Identify problems and enhancement opportunities to the CTRx reporting and purchaser registration IT tools, and track the status of responses to these problems and opportunities through completion.

Marginal Job Functions

- 5%** Perform other related duties as required.

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.

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.

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Employee Statement

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

Employee Name	Employee Signature	Date Signed

Supervisor Statement

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Name	Supervisor Signature	Date Signed