

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

Employee Name Vacant	Organization Office of Health Care Affordability (OHCA) Pharmaceutical Policy & Programs Branch (P3B) 
Position Number 441-600-5758-XXX	Telework Option Hybrid
Classification Research Data Specialist II	Working Title Senior Pharmaceutical Data Specialist
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date August 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, 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 general direction of the Pharmaceutical Policy Manager, the Senior Pharmaceutical Data Specialist applies advanced research methodologies, expert data analysis, and independent judgment to support the development, implementation, and evaluation of P3B and CalRx programmatic operations and strategies, including those to ensure equitable access.

The incumbent functions as a specialist for research and data projects, plans, designs, and carries out research projects; identifies data needs; gathers and analyzes structured and unstructured data; and develops findings and recommendations to support CalRx program decisions. The incumbent applies advanced research methods to evaluate program outcomes, market dynamics, access barriers, and policy impacts. The incumbent develops high-impact policy and operational recommendations that shape CalRx's strategy, guide program implementation, inform vendor and partnership decisions and access to affordable and critical prescription drugs throughout the state.

Essential Job Functions

35% CalRx Program Evaluation & Data Analytics

Independently conducts complex CalRx program evaluations and analytical projects involving multiple data sources, program areas, or pharmaceutical market factors. Develops analytical approaches and integrates data using SQL, Python, ArcGIS, Excel, Tableau, and other tools to evaluate pharmaceutical trends and their potential programmatic and fiscal impacts. Manages

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complex and ad-hoc analytical assignments from identification of the research question through analysis, interpretation, and presentation of findings. Evaluates data and research findings to identify emerging issues, assess program impacts, and develop recommendations regarding operational strategies or targeting of new drugs. Produces complex analyses and data products related to the Biosimilar Insulin Initiative, Naloxone Access Initiative, and future CalRx projects.

35% Pharmaceutical Market Research

Conducts complex pharmaceutical market research involving multiple drugs, manufacturers, market segments, or emerging market issues to evaluate pricing trends, market share, competitive behavior, supply chain patterns, and other factors affecting cost and access. Determines appropriate research approaches and integrates information from literature reviews, quantitative analyses, informant interviews, and multiple market data sources. Evaluates relationships among market factors, identifies significant risks or opportunities, and develops findings and recommendations for program consideration. Coordinates research and information gathering across state departments and external groups for complex or cross-cutting market analyses.

25% Stakeholder and Public Reporting

Manages complex or high-level CalRx analytical and reporting products used to communicate program findings to management, executive leadership, control agencies, legislative staff, the Governor's Office, academia, and the public. Develops analytical content and visualizations for public-facing reports, dashboards, and other transparency products. Prepares complete analytical reports, feasibility studies, decision memoranda, fiscal impact analyses, policy recommendations, and responses to complex or ad-hoc requests. Synthesizes findings from multiple research and data sources and determines the appropriate presentation of analytical findings for technical and non-technical audiences.

Marginal Job Functions

5% 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.

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 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.

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

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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

**Department of Health Care Access and Information
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Employee Name Vacant	Organization Office of Health Care Affordability (OHCA) Pharmaceutical Policy & Programs Branch (P3B) 
Position Number 441-600-5742-XXX	Telework Option Hybrid
Classification Research Data Specialist I	Working Title Pharmaceutical Data Specialist
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
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General Description

Under general direction of the Pharmaceutical Policy Manager, the Pharmaceutical Data Specialist applies research methodologies and data analysis to support the development, implementation, and evaluation of P3B and CalRx programmatic operations and strategies, including those to ensure equitable access.

The incumbent assists in analyses that significantly impact the CalRx program, including program development and implementation, evaluation of potential vendors and partnerships, and efforts to expand access to affordable and essential prescription drugs statewide. The role requires creative and analytical thinking, strong qualitative and quantitative research skills, and the ability to clearly communicate research findings in both written and presented formats.

Essential Job Functions

35% CalRx Program Evaluation & Data Analytics

Performs research and data analysis for defined CalRx program assignments using established data sources, methodologies, and reporting processes. Maintains and analyzes assigned datasets using programs such as SQL, Python, ArcGIS, Excel, Tableau, and others to query, format, and organize data. Conducts analysis of assigned program measures and recurring data requests to identify pharmaceutical trends and assess potential impacts to the CalRx program. Develops assigned components of data reports, tables, and visualizations related to the Biosimilar Insulin Initiative, Naloxone Access Initiative, and future CalRx projects. Conducts complex analyses, new

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methodologies, and requests requiring interpretation across multiple data sources with support from higher-level staff.

35% Pharmaceutical Market Research

Conducts pharmaceutical market research for assigned drugs, manufacturers, market segments, or defined research topics. Reviews drug pricing trends, market share, competitive behavior, and supply chain information using established research methods, including literature reviews, quantitative data analysis, and informant interviews. Collects, validates, and maintains assigned prescription drug utilization, cost, and effectiveness information. Tracks established market indicators and prepares summaries of findings for review and incorporation into broader program analyses. Participates in coordination with state departments and other groups to obtain information necessary to complete assigned research.

25% Stakeholder and Public Reporting

Maintains assigned components of established CalRx public-facing data products, including website content, recurring reports, datasets, and Tableau dashboards. Prepares assigned sections, supporting analyses, tables, visualizations, and background materials for reports, feasibility studies, decision memoranda, fiscal impact studies, and other written products. Completes recurring or defined reporting assignments using established formats and procedures and assists with responses to analytical requests from management and external stakeholders.

Marginal Job Functions

5% 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. Assists in representing HCAI at meetings and conferences regarding pharmaceutical data.

Physical Demands

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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.

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