



Duty Statement

Classification: **Career Executive Assignment, Level A**

Position Number: **275-173-7500-003**

HCM#: **1844**

Branch/Section: **Health Policy & Benefits Branch/ Health Plan Research & Administration Division/ Health Plan Administration**

Location: **Sacramento, CA**

Working Title: **Health Plan Contracts Chief**

Effective Date: **August 27, 2026**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: ☒ **Yes** ☐ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

The California Public Employees' Retirement System (CalPERS) provides health insurance to 1.5 million CalPERS members for an estimated \$14 billion in annual expenditures. The Health Plan Research Administration Division (HPRA) is responsible for contract management oversight partnering with the Third-Party Administrators of the Self-Funded Preferred Provider Organization (PPO) plans, the Partially Self-Funded Health Maintenance Organization (HMO) plans, the Pharmacy Benefit Manager (PBM), the Population Health Manager (PHM), and the Association plans to provide health plan coverage options to CalPERS 1.5 million active and retired members.

Under the general direction of the HPRA Division Chief, the Health Plan Contracts Chief has full management responsibility for the Health Plan Administration Section within the Health Plan Research and Administration Division. The position provides strategic leadership for health plan contract administration, benefit design, pharmacy benefit management, and related policy implementation. The incumbent oversees team members, coordinates with internal and external stakeholders, and advises division leadership on complex health policy, program operations, and compliance matters. The role supports CalPERS' health benefits program through planning, oversight, and recommendations that affect member access, cost, quality, and program performance.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS, and supervision of work. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members.

40% Onsite¹ and virtually, provides strategic direction for HMO, PPO, PHM, and PBM contract management activities in HPRA by setting priorities, reviewing contract issues, and guiding

team members on program objectives and deliverables. Directs and oversees team members in the Health Plan Contracts & Compliance and Health Plan Performance & Quality Improvement sections by assigning work, reviewing progress, and approving recommendations within delegated authority. Oversees commercial (Basic) plan, Medicare plan, and pharmacy benefit program operations, including member services, benefit designs, and programs administration to identify issues and direct corrective action or recommendations. Oversees PBM competitive pricing market review activities to evaluate rebates, dispensing fees, discount guarantees and to support contract terms that are financially competitive. Monitors contract and program activities for quality, integrity, and compliance with federal, state, and local statutes, regulations, and procedures, and elevates issues for resolution.

- 25% Onsite and virtually, develops and implements policy recommendations related to payment reform and benefit design to support cost containment, access, and value-based care objectives. Evaluates strategies using assessment tools and outcome measures to establish goals and measurable objectives for the CalPERS Health Benefits Program. Oversees implementation and evaluation of medical and pharmacy benefit programs to assess member access, quality, and affordability against established performance objectives.
- 20% Onsite and virtually, participates in business and strategic planning by developing short and long-term goals and objectives aligned with CalPERS enterprise priorities. Interprets and applies federal, state and local legislation, rules, regulations, and ordinances, and prepares recommendations on health policy and procedural matters affecting the CalPERS Health Benefit Program. Reviews and monitors organizational projects, evaluates recommendations, and makes or elevates decisions on complex health program and project issues with broad program implications. Directs the development of agenda items on complex health policy and program subjects and presents issues to the CalPERS Board of Administration (Board) and Pension and Health Benefits Committee.
- 10% Onsite and virtually, represents CalPERS and HPRA before the public, CalPERS Board, Legislature, State and local government administrators, and employer and retiree groups on matters pertaining to health policy and planning matters. Interprets health policy and regulations and advises leadership on health program development issues.
- 5% Onsite and virtually, performs other duties as assigned and appropriate for this classification.

Working Conditions

- ¹ This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:_____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature:_____ **Date:**