DUTY STATEMENT

Classification: Pharmaceutical Consultant II (Specialist)	
Working Title:	
Program: Health Care Benefits and Eligibility	
Division: Pharmacy Benefits Division	
Branch: Pharmacy Authorizations Branch	
Section: Southern Pharmacy Section	
Unit: N/A	
Office Location: 311 South Spring Street, Los Angeles, CA 90013	
COI Position: ☑ Yes ☐ No	Telework Eligible: ☑ Yes ☐ No
CBID: R19	Position Number: 805-582-7994-003
Bilingual Position: ☐ Yes ☑ No	Specify Language: Not Applicable

This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.

Job Summary:

The Pharmaceutical Consultant II (Specialist) (PC II (Spec)) of the Pharmacy Authorizations Branch in the Pharmacy Benefits Division, is the specialty level in this series. Provides consultation to physicians, nurses, dentists, pharmacists, beneficiaries, staff members and other interested parties on the pharmaceutical aspects of medical care programs and health care delivery systems. Reviews, analyze, and monitor drug utilization under the Medi-Cal Program and serve as the Subject Matter Expert (SME) for Treatment Authorization Requests (TARs) and Medi-Cal Rx Pharmacy Prior Authorization Request (PAR) for the California Children's Services (CCS), Genetically Handicapped Persons Program (GHPP) and Family Planning Access Care and Treatment (PACT) Program. Serve as SME on fair hearing related processes. The PC II (Spec) is responsible for the overall management of the fair hearing process caseload for the Northern Pharmacy Section. The PC II (Spec) ensures that inquiries on pharmaceutical aspects of the Medi-Cal and Medi-Cal Rx programs are addressed timely. Adjudicates a full range of pharmacy Medi-Cal Rx Pharmacy PARs and Medi-Cal TARs.

Job Summary (cont):

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:	
% of Time	**Essential Functions**
50%	Serves as one of the Southern Pharmacy Section's fair hearing coordinator and SME. Contacts involved parties to address pharmaceutical benefit issues that arise in the fair hearing. Reviews, evaluates and determines compliance with Title 22, California Code of Regulation on adjudicated Pharmacy PARs and TARs and fair hearing related issues. Independently prepares and reviews fair hearing position statement prepared by Pharmaceutical Consultant Is (PC I) for accuracy and completeness. Represents the Department in the more complex fair hearing proceedings when needed. Serves as team leader for overall management of fair hearing caseload to ensure fair hearing responses and position statements are timely and accurate.
35%	Provides training on fair hearing procedures to PC Is. Renders advice to Medi-Cal, CCS, GHPP and Family PACT Program providers regarding the procedures for submission and criteria for approval of Pharmacy PARs and TARs for medical supplies and durable medical equipment. Advises prescribers, Medi-Cal, CCS, GHPP, and Family PACT Program providers and beneficiaries regarding the pharmaceutical benefits. Maintains current knowledge of Medi-Cal and Medi-Cal Rx Pharmacy programs. Serves as liaison for the Northern Pharmacy Section and works with beneficiaries and providers to resolve issues and provide information and referral as appropriate.
10%	Receives, evaluates and adjudicates Pharmacy PARs and TARs for medical supplies and durable medical equipment based on established program policy and procedures. Identifies and evaluates complex problems and develop solutions related to implementation of policy and procedures.

Description of Duties:	
% of Time	**Essential Functions**

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Other duties as required.

Supervision Received: Under Direction by the (enter supervisor classification):
Pharmaceutical Program Consultant (PPC).

Supervision Exercised: (check all that apply) ☑ Non-Supervisory Classification / None
☐ Clerical Staff ☐ Analytical Staff ☐ Technical Staff
☐ Professional Staff ☐ Supervisory Staff ☐ Managerial Staff

Special Requirements:
☐ Medical Evaluation /Clearance ☐ Typing Certificate ☐ Valid Driver's License
☐ Background Check / Finger Printing Clearance
☑ Valid Professional License (please specify): California Pharmacists License

Desirable Qualifications:

Working Conditions (Check all that apply):
Prolonged Periods of:
☐ Standing ☑ Sitting ☐ Kneeling ☐ Bending
Travel May be Required:
☐ Occasional ☐ Over Night
Requires Lifting of Heavy Objects up to: _____

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:	Analyst Signature:	Date:

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:

DHCS Office Locations

The following are DHCS offices that may be used as a reporting location. Office location assignments are subject to availability and operational business needs.

Northern California (CA)	
Sacramento, CA	DHCS East End Complex, Sacramento, CA 95814
San Francisco, CA	455 Golden Gate Avenue, San Francisco, CA, 94102
Richmond, CA	850 Marina Bay Parkway, Richmond, CA, 94804

Central CA	
Fresno, CA	7112 N. Fresno Street, Fresno, CA, 93720

Southern CA	
Los Angeles, CA	311 S. Spring Street, Los Angeles, CA
Santa Ana, CA	2 MacArthur Place, Santa Ana, CA, 92707
Rancho Cucamonga, CA	11175 Azusa Court, Rancho Cucamonga, CA, 91730
Burbank, CA	1405 N. San Fernando Blvd, Burbank, CA, 91504
San Diego, CA	7575 Metropolitan Drive, San Diego, CA, 92108

For DHCS Audits and Investigations (A&I) program positions, other DHCS office locations may be available. Please contact the A&I Hiring Unit contact listed on the job control/job advertisement for more information.