Department of Health Care Access and Information
(Proposed) Duty Statement

Employee Name Vacant	**Organization** Office of Health Care Affordability (OHCA) Pharmaceutical Policy and Programs Branch (PPPB)
Position Number 441-600-7994-001	**Telework Option** Hybrid
Classification Pharmaceutical Consultant II (Specialist)	**Working Title** Lead Pharmacist
Supervision Exercised None	**Location** Sacramento
Conflict of Interest: Yes ☒ No ☐	**Fingerprint/Live Scan:** Yes ☐ No ☒
Revision Date 5/11/26	**Effective Date** N/A

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

The Office of Health Care Affordability's (OHCA) Pharmaceutical Policy and Programs Branch (PPPB) improves equitable access and affordability of medications in California by developing strategic partnerships and innovative policy solutions in the pharmaceutical sector. The PPPB's activities for innovative policy solutions in the pharmaceutical market include data analysis, research, and policy development. As part of its strategic partnership activities, the PPPB also serves as a catalyst for increasing market competition through its work administering the CalRx program which empowers the State of California to develop, produce, and distribute generic drugs and sell them at low cost.

Under the direction of the PPPB Assistant Deputy Director, the Lead Pharmacist provides technical assistance, subject matter expertise, and pharmaceutical industry guidance to the PPPB team, CalRx program, and OHCA leadership. This role researches, evaluates, and analyzes strategies to make drugs more affordable and accessible in California. The incumbent is expected to have the skills to assess highly complex pharmaceutical issues, consider regulatory and policy impacts, and perform ongoing monitoring and analysis. As needed, the Lead Pharmacist will develop both verbal and written reports and recommendations to support PPPB, OHCA, and for departmental action related to federal and state policy.

Essential Job Functions

35% Lead Pharmacist-on-Staff

Provides expert consultation on all pharmacy matters to OHCA, PPPB, and CalRx. Serves as subject matter expert (SME) for the Branch on pharmacy and pharmaceutical topics, including the drug supply chain, pharmacy procedures, pharmacology, and laws and regulations impacting pharmacists. Develops and writes internal and external facing reports, summaries, and presentations that summarize major pharmaceutical topics for staff knowledge development, leadership decision-making, and policy analyses. Collaborates with other Branch team members to analyze pharmaceutical data by providing insight and advice on interpreting costs and utilization information, as well as coordinating with other HCAI offices and the HCAI Chief Medical Officer. Fulfills any licensed pharmacist role on behalf of the department, required under state and federal laws or regulations, or as directed by OHCA leadership. Expert consultation may involve participation in confidential, politically sensitive, and highly visible projects, including for drugs that may be at-risk due to federal changes or market uncertainty, such as reproductive health drugs and vaccines.

35% Stakeholder and Relationship Management

Attends meetings with external stakeholders, including facilitating an interdepartmental pharmaceutical workgroup with sibling State departments to align pharmaceutical efforts. Actively builds and maintains relationships with other pharmacists and pharmaceutical policy experts in government, academia, and industry to advance HCAI's drug affordability efforts. Identifies, develops, and utilizes channels for provider communication, validation, and feedback, including creating and maintaining a provider-facing webpage. Leads Branch team members to develop educational materials for prescribers, pharmacists, and providers about CalRx products. Facilitates meetings, workgroups, and conversations about prescription drug affordability and access with various stakeholders, including patients, pharmacists and clinicians, other state departments, and HCAI boards and advisory committees as necessary. Represents HCAI, OHCA, PPPB, and CalRx at conferences on pharmaceuticals and pharmacy related work.

25% Consultation on Pharmaceutical Spending and Cost Drivers

Assesses how pharmaceutical spend is influencing the ability of health care entities to manage cost growth and improve affordability. Evaluates and monitors current pharmaceutical industry trends as it relates to total health care expenditures in California; reviews state and federal laws, regulations, and policy changes to stay informed of drivers of pharmacy spending including, but not limited to: the state of market competition in the pharmaceutical sector; efforts to shift utilization from existing prescription drugs to newer, more expensive drugs and drugs with a longer period of market exclusivity; the impacts of launch prices on the cost of prescription drugs; and marketing practices that may undermine the eventual emergence of effective generic competitors and the impact of such practices on affordability. As needed, writes reports and briefs for internal and external purposes.

Marginal Job Functions

5% Other Functions

Perform other 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.

Typical 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

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