Duty Statement

Classification: **Health Program Specialist II**

Position Number: **275-173-8336-005**

HCM#: **1108**

Branch/Section: **Health Policy and Benefits Branch / Health Plan Research and Administration**

Location: **Sacramento, CA**

Working Title: **Health Communications Strategist**

Effective Date: **July 1, 2025**

Collective Bargaining Identifier (CBID): **R01**

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

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

The Health Policy and Benefits Branch (HPBB) oversees the CalPERS Health Benefits Program and Long-Term Care Program. HPBB provides health program service and support to CalPERS members, employers, and external stakeholders and functions in a very dynamic environment. HPBB is composed of the Health Account Management Division (HAMD), Health Plan Research and Administration (HPRA) Division, Clinical Policy and Programs Division (CPPD), and Health Policy and Data Division (HPDD).

Under the general direction of the HPRA Chief, the Health Program Specialist (HPS) II performs a wide variety of strategic communications planning and research, analysis, writing, editing, and coordinating communication-related activities for the CalPERS Health Program and actively engages with all HPBB senior leadership by performing the following duties:

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. 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% Onsite[1] and virtually, leads and supports the Health Policy and Benefits Branch (HPBB) communication efforts. This includes, but is not limited to, supporting, consulting, and advising HPBB leadership on speaking engagements, presentations and communications for the CalPERS Board of Administration (Board), the Pension and Health Benefits Committee (PHBC), Employer Educational Forum, Employer Leadership Dialogues, Stakeholder Engagement Briefings, dry runs,

and stakeholder outreach. Coordinates speaking engagements and presentation materials for the Chief Health Director and HPBB senior leadership. Acts as a liaison between HPBB and the Office of Public Affairs (PAOF); researches, coordinates, writes, and edits various external, enterprise-wide communications and HPBB materials for the Chief Health Director and HPBB senior leadership such as presentations, speeches, talking points, statements, social media content, news releases, video scripts, fact sheets, website content, and publications, including member-facing articles and other materials. Utilizes advanced knowledge of health policy, program data, and health industry trends to inform communication strategies and ensure alignment with CalPERS Health program goals.

30% Onsite and virtually, meets and consults with HPBB senior leadership and team members and PAOF to recommend, develop, and implement communications plans, strategies, and messaging in support of the Health and Long-Term Care programs. Proactively identifies opportunities to communicate to stakeholders including members. Prepares content to aid external audiences in the understanding of the CalPERS Health program. Assists in the promotion and marketing of Health programs to members, stakeholders, and employer partners. Actively monitors media, health industry trends, and program data in support of development and dissemination of health content, and works with PAOF to keep HPBB leadership informed on news trends and perceptions of CalPERS Health Program. Leads cross-divisional collaboration efforts to ensure consistent and effective communication of health program priorities and initiatives across the enterprise.

20% Onsite and virtually, participates as a contributing member and in a lead capacity within HPBB to advise and develop, write, and edit communications for key priorities and issues related to CalPERS' Health business and strategic plans and initiatives. Includes communications support for the HPBB strategic plan, annual Rate Development Process (RDP), Open Enrollment, health program changes, health contract changes, Health Benefits Program Annual Report, and HPBB organizational announcements. Collaborates with HPBB leadership to shape strategic priorities and initiatives, ensuring communication strategies align with and support the department's overarching mission and goals.

10% Onsite and virtually, supports the HPBB Senior Leadership team to develop strategic and business planning processes, establishes, articulates, and promotes a clear and concise mission and vision of the Branch and promotes a mission-driven culture across the Branch. To that end, actively participates and assists in the coordination of HPBB and CalPERS meetings, events, and other related divisional or cross-divisional projects and teams. Continuously builds and maintains effective communication and working relationships throughout CalPERS. Serves as a subject matter expert and thought leader in health program communications, providing mentorship to team members and driving innovation in stakeholder engagement strategies. 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**:

Duty Statement

Classification: **Health Program Specialist I**

Position Number: **275-173-8338-XXX**

HCM#: **1108**

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

Location: **Sacramento, CA**

Working Title: **Health Communications Strategist**

Effective Date: **September 23, 2026**

Collective Bargaining Identifier (CBID): **R01**

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

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

The Health Policy and Benefits Branch (HPBB) oversees the CalPERS Health Benefits Program and Long-Term Care Program. HPBB provides health program service and support to CalPERS members, employers, and external stakeholders and functions in a very dynamic environment. HPBB is composed of the Health Account Management Division (HAMD), Health Plan Research and Administration (HPRA) Division, Clinical Policy and Programs Division (CPPD), and Health Policy and Data Division (HPDD).

Under the general direction of the HPRA Chief, the Health Program Specialist (HPS) I provides strategic communications support for the Health Plan Research & Administration Division within the Health Policy and Benefits Branch. The position conducts research, writes, edits, and coordinates communication materials for the CalPERS Health Program, including presentations, talking points, publications, website content, and stakeholder messages. The incumbent works closely with HPBB leadership and the Office of Public Affairs to prepare clear communications for the Board, members, employers, and other stakeholders.

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. 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% Onsite[1] and virtually, conducts research, drafts, edits, and coordinates presentations, speeches, talking points, statements, social media content, news releases, video scripts, fact sheets, website

content, and publications for HPBB leadership and the Chief Health Director for Board, committee, forum, and stakeholder engagements. Coordinates speaking engagements and presentation materials and works with the Office of Public Affairs (PAOF) to prepare external communications for the Health Program..

30% Onsite and virtually, meets with HPBB leadership, team members, and PAOF to develop and implement communications plans and messaging for the Health and Long-Term Care programs. Reviews media coverage, health industry trends, and program data to identify communication needs, prepares draft content for team members and stakeholders, and coordinates messaging across divisions to support consistent program communication.

20% Onsite and virtually, works with HPBB leadership to draft, edit, and coordinate communications for the HPBB strategic plan, Rate Development Process (RDP), Open Enrollment, health program and contract changes, the Health Benefits Program Annual Report, and HPBB organizational announcements. Provides written recommendations on messaging and timing for leadership review and approval

10% Onsite and virtually, supports the HPBB Senior Leadership by coordinating meetings, events, and cross-divisional projects, preparing related communications materials, and tracking follow-up items. Provides written guidance on health program communications as requested and reviews drafts for consistency with HPBB messaging and objectives. 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**: