Duty Statement

Classification: **Health Program Specialist II**

Position Number: **275-173-8336-002**

HCM#: **8380**

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

Location: **Sacramento, CA**

Working Title: **Health Plan Program Specialist**

Effective Date: **September 25, 2026**

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

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

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

The California Public Employees' Retirement System (CalPERS) Health Plan Research and Administration (HPRA) Division manages rate negotiations, health expenditures, health plan contracts and health plan oversight with the CalPERS Self-Funded Preferred Provider Organization (PPO) and Population Health Manager (PHM) plans, Health Maintenance Organization (HMO) plans, and the Pharmacy Benefit Manager (PBM). CalPERS Health Plans provide medical and pharmacy benefits to approximately 1.5 million members.

Under the general direction of the Health Plan Contracts & Compliance Section's Supervisor II, the Health Program Specialist II (HPS II) provides technical support for CalPERS health plan contract oversight, compliance monitoring, policy analysis, and legislative review. It evaluates health plan, Population Health Manager (PHM), and Pharmacy Benefit Manager (PBM) performance data; prepares reports and recommendations; and coordinates with internal staff and external stakeholders. The work is located within the Health Policy & Benefits Branch and supports program planning, contract administration, and issue resolution for CalPERS health benefits.

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, acts as project lead for collaborative health program negotiation and contracting efforts, implementations, solicitations, and technical and multifaceted ad-hoc assignments. Plans, develops, organizes, monitors, and evaluates reports, studies, activities

related to health plans, PHM and PBM. Prepares technical reports and other documents related to health program policies and operations, and performance for management and external stakeholders.

30% Onsite and virtually, collects, analyzes, and organizes confidential and sensitive data related to health programs; identifies trends, administrative issues, and areas for improvement; and recommends program modifications to improve effectiveness, efficiency, quality, clinical performance, and member satisfaction. Prepares written findings and recommendations for leadership and external partners to support program decisions. Coordinates with health plan representatives, CalPERS team members, and external stakeholders on the dissemination of analysis, reports, studies, and findings.

15% Onsite and virtually, analyzes proposed legislation affecting CalPERS health plans, PHM or PBM. Reviews policies, contracts, Evidence of Coverage documents and other health plan-related documents. Prepares impact analyses, and drafts responses to legislative inquiries for leadership review. Coordinates with health plan representatives, CalPERS team members, and external stakeholders on resolving issues and corrective action plans.

10% Onsite and virtually, prepares and coordinates correspondence on confidential and sensitive health plan, PHM or PBM matters, gathers input from affected program team members, facilitates work groups, and prepares recommendations for leadership and external response. Participates in workgroups and committees, and serves as a program liaison as assigned.

5% Onsite and virtually, provides consultation and technical support to internal team members and external stakeholders on annual program processes, strategic planning, health and pharmaceutical benefits and associated program information. 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.
- Monday through Friday
- Travel may be required.

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**: