

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

11064-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Strategic Sourcing & Acquisitions Branch, Pharmaceuticals Unit - West Sacramento	CLASS TITLE Pharmaceutical Program Consultant, Department of Health Services
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, West Sacramento, CA 95605
PROPOSED INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-504-7964-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under administrative direction of the CEA, the incumbent serves as the Senior Pharmaceutical Advisor for Statewide Pharmaceutical and medical supply procurements.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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35%	<p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.</p> <p>ESSENTIAL FUNCTIONS</p> <p>As Procurement Division's chief pharmaceutical consultant, in order to provide technical support for statewide pharmaceutical and medical supply purchasing in accordance with Chapter 12, Section 14977, Division 3 of Title 2 of the Government Code, relating to pharmaceuticals, the incumbent will:</p> <ul style="list-style-type: none"> • Organize meetings with other Procurement professionals and the Pharmacy Advisory Board to identify the needs of the State in an effort to develop statewide policies and procedures for the pharmaceutical and medical supply procurement process. • Develop and maintain a common drug formulary system through meetings, research and updateable database. • Assist buyers in the development of cost effective contracts for the State serving as a liaison between the DGS acquisition unit and the Pharmacy Advisory Board to develop procurement concepts and language.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Eric Mandell	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>ESSENTIAL FUNCTIONS (continued)</p> <ul style="list-style-type: none"> • Provide technical support for statewide pharmaceutical and medical supply purchasing by developing specifications for one-time pharmaceutical and medical supply contracts and making adjustments to technical requirements to leverage the purchasing power of the State. • Maintain a high level of expertise and awareness of the State's changing pharmaceutical needs, as well as the changes in industry standards and trends by reviewing research to stay current with new developments in the field and emerging technologies. • Participate in independent associations to gain information and knowledge on the development of various drugs and their effectiveness in order to provide information to the legislature. • Develop an annual work plan that includes a description of the department's annual activities to reduce the state's costs for prescription drugs and provide an estimate of costs savings. • Meet with other Procurement professionals and the Pharmacy Advisory Board to identify the needs of the State in an effort to develop statewide policies and procedures for the pharmaceutical and medical supply procurement process. <p>35% In order to meet pharmaceutical and medical supply purchasing goals and objectives, provide effective communication to management and stakeholders on matters relating to the statewide pharmaceutical and medical supply procurement process, the incumbent will:</p> <ul style="list-style-type: none"> • Communicate pharmaceutical purchasing goals and objectives through executive staff meetings. • Conduct written and oral presentations for executive staff, legislative staff, drug manufacturer organizations, pharmacy and medical supply provider groups, and others providing interpretation and consultation of pharmaceutical policies, procedures, and legislation on the outcomes they are expected to have on the statewide pharmaceutical and medical supply procurement processes. • Work with legislative staff for the development and analysis of legislation. • Respond to incoming correspondence to the governor and other state agencies concerning pharmaceutical and medical supply services. • Represent the department on other statewide projects such as CalMend and CalMap.
15%	<p><u>Administrative and Supervisory Functions – Procurement Division</u></p> <p>In order to effectively manage, coach, and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services direction, and established personnel, equal employment opportunity, and MOU provisions, policies, rules, and regulations, the incumbent will:</p> <ul style="list-style-type: none"> • Identify performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to the employee via written and verbal communication/direction. • Monitor performance through various production documents, supervisor's daily reports, personal observations, and by following-up with employee to ensure that performance expectations are being met. • Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions. • Sustain employee performance using the departmental constructive intervention and progressive discipline principles and processes. • Communicate program goals and objectives by identifying performance expectations utilizing the Essential Functions Duty Statement, probationary reports and/or Individual Development Plans (IDP). • Assign workload and provide complete direction on assignments and tasks using established laws, regulations, policies and procedures. • Provide on-the-job training on job requirements, methods, priorities and deadlines using laws,

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15%	<p>regulations, policies and procedures</p> <ul style="list-style-type: none"> • Review Essential Functions Duty Statements and organizational charts provided by the PD Personnel Liaison (PL) and revise as necessary. • Grant or deny subordinate staff requests for time off or requests to work overtime. • Approve or disapprove PAL entries for subordinate staff within three (3) working days after the completion of the pay period. <p>Conducts meetings, workshops and conferences with customers and suppliers to facilitate successful procurement and administration of established contracts for pharmaceuticals and medical supplies. Participates in professional conferences, lectures and seminars related to pharmaceutical and medical supply purchasing.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Knowledge of: Drugs and medical supplies required in the operation of a pharmacy; pharmaceutical chemistry; drug utilization; pharmacy economics; drug purchasing, pricing, and inventory control; principles of statistics; medical care administration; pharmaceutical manufacturing methods and drug distribution; interrelationships of Federal, State, and local professional and voluntary health and welfare agencies, and of programs and services of such agencies.</p> <p>Ability to: Recognize, assess, and develop solutions to problems involved in the pharmaceutical aspects of medical care programs; evaluate the quality and scope of pharmaceutical services provided under the program; interpret and apply policies and standards for the pharmaceutical aspects of medical care programs; establish and maintain effective and cooperative working relationships; analyze situations accurately and take effective action; report on the effects of proposed changes in the pharmaceutical aspects of the programs; communicate effectively.</p> <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to lead or participate in special project teams • Experience in working special projects, including making verbal and written proposals to management • Ability to establish and maintain cooperative relationships with those contacted • Experience with pharmacy and therapeutic committees and formulary management • Excellent attendance • Ability to complete assignments in a timely and efficient manner • Ability to develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Office environment, business dress • Requires ability to effectively handle stress and deadlines • Communication skills both orally and in writing • Proficiency with a computer and its related software • Formal presentations with good communication skills • This position requires some travel in order to participate in professional conferences, lectures and seminars related to pharmaceutical and medical supply purchasing.

