SECTION 1. POSITION INFORMATION

a. Class Title: Principal Executive/Manager E  
b. Class No.: MMS X7008  
c. Effective Date: December 1, 2021  
d. Position No.: 0003.271  
e. Working Title: Executive Director Prescription Drug Affordability Board, Drug  
Price Transparency Program  
f. Work Unit: Drug Pricing Transparency and Affordability  
g. Agency No.: 44000  
h. Agency Name: DCBS  
i. Employee Name: VACANT  
j. Work Location (City-County): Salem – Marion  
k. Position: ☒ Permanent  
☐ Seasonal  
☐ Limited Duration  
☐ Academic Year  
☐ Full Time  
☐ Part Time  
☐ Intermittent  
☐ Job Share  
l. FLSA: ☒ Exempt  
If Exempt: ☒ Exec  
m. Eligible for Overtime: ☐ Yes ☒ No  
☐ Prof  
☐ Admin  

SECTION 2. PROGRAM/POSITION INFORMATION

a. Describe the program in which this job exists. Include program purpose, who’s affected, size, and scope. Include relationship to agency mission.

The Department of Consumer and Business Services (DCBS) is Oregon’s largest business regulatory and consumer protection agency. The department administers state laws and rules to protect consumers and workers in the areas of workers’ compensation, occupational safety and health, financial services, insurance and building codes.

DCBS consists of the Workers’ Compensation Division; Oregon Occupational Safety and Health Division; Division of Financial Regulation; Building Codes Division; Small Business Ombudsman; and Injured Workers Ombudsman. The department provides Employee Services, communication and legislative coordination services to all divisions through the Director’s Office and fiscal, facilities and information technology services are provided through the Central Services Division. The department also includes the Workers’ Compensation Board.

The mission of the Department of Consumer and Business Services is ‘To protect and serve Oregon’s consumers and workers while supporting a positive business climate in the state.’ The Division of Financial Regulation’s mission supports that of the department by protecting Oregonians’ access to fair products and services through education, regulation, and consumer assistance. The division is responsible for ensuring the safety and soundness of financial institutions, the availability and affordability of financial products, and the fair treatment of consumers. Functions include licensing, regulating, and monitoring the conduct of banks, credit unions, financial services providers, health care service contractors, insurance companies, and licensed or registered agents of such entities.

House Bill 4005 (2018) established the Drug Price Transparency Program within the Department of Consumer and Business Services (DCBS). The objective of the program is to provide accountability for prescription drug pricing through transparency of specific cost and price information from pharmaceutical manufacturers and health insurers.
Senate Bill 844 (2021) established a Prescription Drug Affordability Board within DCBS to study the impact of prescription drug costs and make legislative recommendations. The objective of the board is to protect residents of this state, state and local governments, commercial health plans, health care providers, pharmacies licensed in this state, and other stakeholders within the health care system in this state from the high costs of prescription drugs.

SB 844 directs DCBS to provide various data collected through the Drug Price Transparency Program and other sources to the board. SB 844 also directs DCBS to appoint an executive director to lead the department’s efforts to staff the board.

The executive director of the Drug Price Transparency and Affordability section within DFR will be responsible for overseeing the research and support to the Prescription Drug Affordability Board, administering the Drug Price Transparency Program, supervising the staff of both programs, and carrying out the duties mandated to DCBS by HB 4005 and SB 844.

b. Describe the purpose of this position, and how it functions within this program, by completing this statement:

The purpose of this job/position is to . . .

The primary purpose of this position is to plan, organize, staff, direct, coordinate, record, and budget the work of the Drug Price Affordability Board and manage the Drug Price Transparency Program.

In support of the Prescription Drug Affordability Board, the executive director will supervise five DFR staff members and procure and manage contractors to collect data and conduct research on prescription drug prices and trends. The executive director will also help coordinate meetings of the board and help facilitate the board’s completion of statutorily mandated annual reports to the Oregon legislature.

In order to administer the Drug Price Transparency Program, the executive director will manage three DFR staff members tasked with ensuring drug manufacturers comply with statutory requirements to annually report prices and development costs of certain prescription pharmaceuticals. The team is also responsible for collecting data from health insurers that offer prescription drug benefits, collect fees from drug manufacturers, assess civil penalties for entities that fail to comply, hold an annual public hearing on prescription drug prices and its impact on Oregon residents, and deliver an annual report to the legislature.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties is performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td>N</td>
<td>Program and Policy Management</td>
</tr>
</tbody>
</table>

Plan, organize, staff, direct, coordinate, record, and budget the work of the Drug Price Affordability Board. Plan and direct the work of DFR staff in collecting and reporting data in support of the board’s mandate. Procure and manage contractors in support of the work of the board. Establish and maintain the board’s business-related policies and ensure agency operating procedures are in accordance with relevant laws and regulations.

Establish the overall direction of Board activities and oversee the coordination of efforts toward the accomplishment of the Board’s legislatively-mandated goals through directing the work of staff, and establishing and maintaining effective reporting relationships.

Direct preparation of legislative concepts, biennial budgets, Emergency Board requests, administrative rules, program objectives, policies and procedures to both establish and enhance the Board’s functionality and efficiency.
Keep the Board apprised of legislative developments and trends in pharmaceuticals or other information that could have a bearing on their decisions. Ensure new Board members receive effective and timely orientation. Provide continuity to the Board as the Board experiences turnover due to term expirations.

Manage and direct the Drug Price Transparency Program. Oversee staff in collecting data from, and promoting compliance among, reporting entities. Oversee staff in the analysis of drug price data and production of annual reports to the legislature. Oversee staff in organizing an annual public hearing to collect feedback from external stakeholders and the general public on the impact of prescription drug costs.

Establish administrative controls over human resources, budgeting, procurement, accounting, program operations, and other business functions. Develop, plan, and implement division policies, procedures, and program priorities, consistent with policies established by the board.

<table>
<thead>
<tr>
<th>20%</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Management &amp; Supervision</strong></td>
<td></td>
</tr>
<tr>
<td>Manage both technical- and professional-level staff by determining and establishing direction, purpose, scope and program goals in accordance with statutes and rules, formal working agreements with regulatory agencies, and the overall intent of the Board, as described by the legislature. Ensure implementation of objectives and missions of the department and division.</td>
<td></td>
</tr>
<tr>
<td>Interpret and make determinations regarding policy issues and provide staff with clear counsel, attendant training and guidelines, and preparation of reports. Plan, assign, prioritize, and review work products.</td>
<td></td>
</tr>
<tr>
<td>Supervise staff in the handing of data in accordance with public records laws, public meeting laws, privacy and confidentiality laws, agency policies and best practices, and other state and federal laws.</td>
<td></td>
</tr>
<tr>
<td>Interview, select and provide training for new employees; provide formal reviews of performance; counsel staff and initiate personnel actions, as needed; and resolve grievances.</td>
<td></td>
</tr>
<tr>
<td>Promote a positive work environment in support of DCBS and DFR’s diversity, equity, and inclusion principles. Ensure the section recruits and retains highly skilled, diverse, competent, and effective work force. Ensure the division is a discrimination free organization in which employee work assignments, development and promotions are based solely on performance, merit and competence. Monitor and control the section budget within established expenditure limitations and section allocations.</td>
<td></td>
</tr>
<tr>
<td>As a member of the division’s management team, direct, manage and coordinate division wide management activities including implementation of policies, procedures and priorities to carry out division objectives.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10%</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legislation, Stakeholder Communication, and Other Duties:</strong></td>
<td></td>
</tr>
<tr>
<td>Keep apprised and maintain relevant experience and knowledge of the pharmaceutical industry and with legislative processes, and have a strong understanding of Oregon's political landscape in order to positively influence public policy around the agency and Board mission, objectives, and goals. Advise the Board on relevant political and policy changes occurring within Oregon, in other states, and federally.</td>
<td></td>
</tr>
<tr>
<td>Oversee the development and submission of state-mandated program reports to the legislature.</td>
<td></td>
</tr>
</tbody>
</table>
### Expectation of all DFR employees:

Provide prompt customer service; create and maintain productive working relationships; treat colleagues and the public fairly, courteously, and respectfully; fully participate in work teams, division and department projects; collaborate with coworkers in the improvement of work processes; improve interpersonal and job skills; provide and receive feedback and suggestions in an open and constructive manner; and, regularly and timely report to work.

**Data Stewardship**

Per IRM-07, has the responsibility and accountability for a set of business information. This includes: Controlling access to the data, ensuring those who do have access can get what they need when they need it, and ensuring the data is accurate and kept up to date.

As a Data Steward responsible for both the managerial and operational roles, has the responsibility and authority to approve and signoff on IMD Service Requests, Risk Assessments, and System Access Requests. Ensures that data entry staff are trained and have desk manuals, and that data quality processes and appropriate internal controls are in place. Proposes and implements processes to ensure data quality and internal controls, assesses the quality of data, resolves data issues, maintains business rule and data definition information, and coordinates changes to the meaning of data.

Understands and follows DCBS policies related to data stewardship, especially IRM-04 and IRM-07. Has a basic understanding of the Data Stewardship References listed under Section 5 Guidelines below.

### SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

The work is performed under frequent, short time-frames for turnaround, has many interruptions, and may require more than a 40-hour work week. Most of the work performed is in a typical office environment with extended sitting and use of computer for long periods of time. May require occasional in/out-of-state travel and non-routine work hours.

### SECTION 5. GUIDELINES

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

**Program**

- Oregon House Bill 4005 (2018)
- Oregon Senate Bill 844 (2021)
- Oregon Insurance Code and implementing administrative rules
- Oregon Administrative Rules related to DFR and other sections that impact the division’s consumer protection mission
- DFR bulletins
General Management
Federal and State laws and regulations concerning employment issues such as:
- Americans with Disabilities Act
- Family Medical Leave Act
- Oregon Family Leave Act
- Oregon civil rights laws relating to the reinstatement and reemployment of injured workers.
- Collective Bargaining Agreement between the State of Oregon and OPEU/SEIU
- Department of Administrative Services Personnel Rules
- Department Policies and Procedures

b. How are these guidelines used to perform the job?

The executive director must apply the laws and rules to daily situations or circumstances affecting the administration of the section and to policy choices that involve drug pricing, transparency and affordability.

SECTION 6. WORK CONTACTS
With whom outside of co-workers in this work unit must this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescription Drug Affordability Board</td>
<td>phone, in person, virtual meetings, writing</td>
<td>Organizing and conducting regular meetings, providing data, consult, inform, obtain guidance</td>
<td>As needed</td>
</tr>
<tr>
<td>Administrator/Deputy Administrators of DFR: DFR Program Managers</td>
<td>phone, in person, virtual meetings, writing</td>
<td>Consult, inform, obtain guidance</td>
<td>Daily</td>
</tr>
<tr>
<td>Legislators</td>
<td>phone, in person, virtual meetings, writing</td>
<td>Discuss the work of the board and the drug price transparency program, answer questions</td>
<td>As needed</td>
</tr>
<tr>
<td>Drug manufacturers, insurers, pharmacy benefit managers, drug wholesalers, hospitals, health care providers, pharmacies, and other industry stakeholders</td>
<td>phone, in person, virtual meetings, writing</td>
<td>Obtain and provide information</td>
<td>As needed</td>
</tr>
<tr>
<td>Public</td>
<td>phone, in person, virtual meetings, writing</td>
<td>Obtain and provide information</td>
<td>As needed</td>
</tr>
<tr>
<td>Governor’s Office</td>
<td>phone, in person, virtual meetings, writing</td>
<td>Obtain and provide information</td>
<td>As needed</td>
</tr>
<tr>
<td>Other Agencies (i.e., state and federal)</td>
<td>phone, in person, virtual meetings, writing</td>
<td>Obtain and provide information</td>
<td>As needed</td>
</tr>
<tr>
<td>Legislative Fiscal Office</td>
<td>phone, in person, virtual meetings, writing</td>
<td>Obtain and provide information</td>
<td>As needed</td>
</tr>
<tr>
<td>DOJ</td>
<td>phone, in person, virtual meetings, writing</td>
<td>Obtain and provide information</td>
<td>As needed</td>
</tr>
</tbody>
</table>

SECTION 7. JOB-RELATED DECISION MAKING
Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.
The position, in consultation with the DFR administrator and deputy administrators, exercises independent decision making authority over the Drug Price Transparency Program and staff and contractors that support the Prescription Drug Affordability Board.

This position will determine how and in what manner information is reported by drug manufacturers and required reporters under the Drug Price Transparency Program. It helps establish and maintain compliance standards in the program. This position will also determine the manner in which DFR staff collects and reports information to the board, the manner in which the board meets and produces required reports to the legislature. Effective collection, analysis, and reporting of drug pricing data will provide useful information for policy makers craft public policy to make prescription drugs more affordable for Oregon residents.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Deputy Administrator, Principal Executive Manager F; Z7010; position number 0003.066. Daily by phone or in person for information and concurrence. Quarterly performance review sessions per TOMP.

SECTION 9. SUPERVISORY DUTIES

a. How many employees are directly supervised by this position? 8
   Through Subordinate Supervisors? 0

b. Which of the following supervisory/management activities does this job perform?

   - [X] Plans Work
   - [X] Assigns Work
   - [X] Approves Work
   - [X] Responds to Grievances
   - [X] Disciplines/Rewards
   - [X] Hires/Fires (or Effectively Recommends)
   - [X] Prepares and Signs Performance Appraisals

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position:

This position is eligible for a hybrid work schedule once the incumbent has gained the proficiency to perform work independently. However, regular, scheduled office hours are also required.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

1. Ability to communicate effectively and collaboratively, both orally and in writing, to a broad spectrum of executive, management, professional, technical and support staff within the Department, other state agencies, and the public.

2. Project management and strategic planning.

3. Ability to facilitate meetings and committees and work with people who have diverse interests.

4. Experience managing a board or public body.

5. Knowledge of the prescription drug and health care industry.

6. Good public relations skills.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

This position will have budget authority within the Prescription Drug Affordability Program. The estimated budget for the Board for the 2021-23 biennium is $1,786,192, which includes $998,225 for personal services (salaries) and $787,967 in services and supplies.
SECTION 11. ORGANIZATIONAL CHART
Attach a current organizational chart. See instructions for detail to be included on the chart.

Employee Signature _______________ Date ____________

Supervisor Signature _______________ Date ____________

Appointing Authority Signature _______________ Date ____________