



Approved Classification	
Effective Date	
Analyst	
FLSA Status	

**OFFICE OF STATE PERSONNEL
POSITION DESCRIPTION FORM**

Name of Employee TBD	Present University or Beacon Position Number / Proposed Number 65041629
Present Classification Title / Salary Grade or Banded Level Exempt	Proposed Classification Title / Salary Grade or Banded Level Exempt – Flat Rate / Business Analyst
Usual Working Title of Position Business Analyst	Department, University, Agency or Commission Department of State Treasurer
Institution / Division State Health Plan	Section / Unit Plan Operations
Street Address, City and County 3200 Atlantic Ave. Raleigh, NC 27603	Location of Workplace, Building and Room Number Longleaf Bldg, 2nd Floor,
Name of Immediate Supervisor TBD	Supervisor's Position Title and Number Director of Pharmacy Benefits
Work Schedule (<i>i.e. Monday-Friday, rotating shifts, etc.</i>) M-F	Work Hours (<i>i.e. 8:00 am-5:00 pm, etc.</i>) 8:00 am – 5:00 pm
Primary Purpose of the Organizational Unit The State Health Plan (Plan), a division of the Department of State Treasurer, provides health care coverage to more than 750,000 teachers and local school personnel, state employees, retirees, current and former lawmakers, state university and community college faculty and staff, and their dependents. For more information on the State Health Plan visit www.shpnc.gov . The Plan Operations team provides operational and program oversight for the Plan's primary services contracts including, but not limited to, the third-party administrator for claims and related services, the pharmacy benefit manager, the enrollment and eligibility services vendor, the COBRA and billing services vendor and the Medicare Advantage carrier. This position will be a member of the pharmacy team that manages the Plan's pharmacy benefits and the corresponding contracts.	

Primary Purpose of the Position

Under general direction of the Director of Pharmacy Benefits, this position will perform research and analysis of pharmacy benefits, specific drugs and drug policies, rebates and other financial terms. This is not a clinical position, but this position will work with the Plan's pharmacist.

Changes in Responsibilities and/or Organizational Relationship Since the Position Was Last Classified

None

%	Description of Work Describe <i>in detail the major functions of this position as well as the duties and responsibilities required for each of those functions. In the small left-hand column, indicate the percent of time the employee spends in each functional element. The percentage amounts should add up to 100%. In addition, please place an asterisk (*) next to each essential duty/function as defined by the Americans with Disabilities Act.</i>
30%	Researching and documenting specific drugs and drug classes in support of the Plan's formulary.
30%	Analyzing and compiling Plan data, using analytic models to solve complex business problems, and assisting with special projects, studies, and research. This analysis will provide data-driven insights to support the Plan's pharmacy and medical benefits.
15%	Developing and maintaining process documents to support and coordinate the work between Plan and Plan vendor staff.
15%	Work with external vendors to develop programs and strategies to support the pharmacy program.
10%	Other duties as assigned.

Competencies, Knowledge, Skills and Abilities Required in this Position

- Healthcare analysis and policy experience
- Excellent verbal and written communication skills
- Experience with Microsoft programs, including advanced Excel skills,
- Ability to work well with others on multi-disciplinary teams
- Excellent time management with the ability to handle multiple deadlines with shifting priorities with minimal direction
- This role is expected to set work priorities, initiate projects, and complete assignments independently, accurately, and in a timely manner.

Management preference: Pharmacy and formulary and/or healthcare management experience

Limited travel may be required.

Education and Experience Required: *What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?*

4-year college degree or comparable combination of education and work experience.

License or Certification Required by Statute or Regulation: *Is a license or certificate required? What*

<i>kind and type?</i>				
N/A				
Employee's Signature/Title	Date		Supervisor's Signature/Title	Date
_____	_____		_____	_____

**Supplemental Information to Assist Organizations
In their Compliance with the Americans with Disabilities Act (ADA)**

**CHECKLIST FOR
PHYSICAL ACTIVITIES AND REQUIREMENTS, VISUAL ACUITY, AND
WORKING CONDITIONS OF THE POSITION**

1. The physical activity of this position:

- A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- D. Kneeling: Bending legs at knee to come to a rest on knee or knees.
- E. Crouching: Bending the body downward and forward by bending legs and spine.
- F. Crawling: Moving about on hands and knees or hands and feet.
- G. Reaching: Extending hand(s) and arm(s) in any direction.
- H. Standing: Particularly for sustained periods of time.
- I. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to

another.

J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

K. Pulling: Using upper extremities to exert force in order to drag, haul, or tug objects in a sustained motion.

L. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

M. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

N. Grasping: Applying pressure to an object with the fingers and palm.

O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips.

P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.

Q. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.

R. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

S. Smelling:

2. The physical requirements of this position:

A. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

B. Light work: Exerting up to 20 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

C. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

D. Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

E. Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently and/or in excess of 10 pounds of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field of vision:

A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing; viewing a computer terminal; extensive reading; visual inspections involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

B. The worker is required to have visual acuity to perform an activity such as : operated machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.

C. The worker is required to have visual acuity to operate motor vehicles or heavy equipments.

D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) Or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

4. The conditions the worker will be subject to in this position:

A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

B. The worker is subject to outside environmental conditions: No effective protection from weather.

C. The worker is subject to both environmental conditions: Activities occur inside and outside.

D. The worker is subject to extreme cold: Temperatures typically below 12 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.

E. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.

F. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the noise level.

G. The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.

H. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.

K. The worker is required to wear respirator.

L. The worker is frequently is in close quarters, crawl space, shafts, man holes, small enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.

M. The worker is required to function in narrow aisles or passage ways.

N. The worker is exposed to infectious diseases.

O. The worker is required to function around prisoners or mental patients .

P. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Q. The worker is exposed to blood borne pathogens.

R. Cognitive/Mental Capabilities:

- Comprehension:**
- Organization:**
- Decision Making:**

Communication:

Immediate Supervisor's Signature / Date

Employee's Signature / Date

Section or Division Manager's Signature / Date

ESSENTIAL JOB FUNCTIONS

Title:

I have read, understand and can perform the essential functions of this job with or without an accommodation.

(Applicant)

(Date)