

**Division of Policy Development
Program and Policy Analyst – Advanced (PDMP Program Analyst)**

Under the general supervision of the Division Administrator this position is responsible for the State of Wisconsin's Prescription Drug Monitoring Program (PDMP). The goal of the Wisconsin PDMP is to provide health care providers, dispensers, law enforcement, and others with a powerful, centralized source of information to help combat the misuse of prescription drugs. This position is responsible for the daily activities of the program, with a focus on training, education, and outreach coordination.

GOAL AND WORKER ACTIVITIES

55% A. Collaborate on the operation and enhancement of the PDMP.

- A1) Maintain oversight of operations of the state-wide PDMP program, including oversight of program financing, in conjunction with agency budget staff and management.
- A2) Consult with and advise Division Administrator and Office of the Secretary on PDMP issues ranging from technical issues to broad public policy issues that involve major stakeholder groups.
- A3) Collaborate with other PDMP staff and members of the Pharmacy Examining Board (Board) to develop policies and procedures related to the administration of the PDMP.
- A4) Develop and operate the PDMP in accordance with the law and policies established by the Board.
- A5) Collaborate with other PDMP staff to evaluate the effectiveness of the PDMP and impact of policy changes.
- A6) Edit and distribute electronic and paper information and program reports related to the PDMP.
- A7) Make formal and informal presentations before a wide variety of groups (health care professionals, government agencies, members of the public) at meetings, conferences, and other events.
- A8) Identify and pursue new projects and opportunities to enhance the PDMP.
- A9) Work with Department staff on pending and future administrative rule projects related to the PDMP.
- A10) Review applications for PDMP accounts from potential users.
- A11) Review requests for PDMP data for adequacy and fulfill them as appropriate.
- A12) Assist with DSPS investigations that use data obtained from the PDMP.
- A13) Provide licensees, stakeholders, and members of the public with accurate and timely information about the PDMP; research and analyze relative information, policies, and procedures.
- A14) Establish and maintain a positive working relationship with staff, supervisors, and the public.

40% B. Develop and coordinate training and educational events and materials.

- B1) Develop a comprehensive training and educational plan to inform licensees, other stakeholders, and the public about the PDMP.
- B2) Coordinate training and outreach events around the state with stakeholders and other interested parties.
- B3) Coordinate travel and reporting arrangements for PDMP events, providing oversight as necessary.
- B4) Respond to requests for training events and coordinate when appropriate.
- B5) Present educational materials, attend seminars, and train users in how to use the PDMP.
- B6) Develop online tutorials and printed materials that train users on how to use the PDMP in English and Spanish.

5% C. Other miscellaneous duties as assigned.

- C1) Perform other duties as assigned by the Division Administrator and Office of the Secretary in a professional and timely manner.

KNOWLEDGE, SKILLS, & ABILITIES

- ❖ Ability to apply analytical skills and techniques to analyze PDMP policies and procedures and determine proper approaches
- ❖ Ability to adapt to changing circumstances and unexpected issues
- ❖ Ability to prioritize tasks and work under strict deadlines
- ❖ Ability to utilize appropriate discretion in dealing with confidential information
- ❖ Ability to work with multiple database applications at one time
- ❖ Ability to develop effective education and training strategies
- ❖ Ability to create professional quality printed materials using desktop publishing software
- ❖ Ability to produce and translate materials into Spanish and communicate with Spanish speaking members of the public
- ❖ Knowledge of personal computers, software applications, i.e., Microsoft Office Suite and use of the Internet
- ❖ Knowledge of basic website creation and content management techniques
- ❖ Basic math skills
- ❖ Recordkeeping skills
- ❖ Interpersonal skills
- ❖ Organizational skills
- ❖ Oral and written communication skills