

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

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 oversight of the daily activities of the program, with a focus on contract negotiation and review of documents and operations for compliance with statutory and administrative regulations.

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 public and private groups and individuals at meetings, conferences, and other events.
- A8) Review requests for PDMP data for legal sufficiency and adherence to Board policies and fulfill them as appropriate.
- A9) Identify and pursue new projects and opportunities to enhance the PDMP.
- A10) Work with Department staff on pending and future administrative rule projects related to the PDMP.
- A11) Review applications for PDMP accounts from potential users.
- 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.

20% B. Administer the Department's contract with the PDMP vendor; draft and administer other contracts and Memoranda of Understanding.

- B1) Monitor the PDMP vendor's work performed to ensure adherence to contract terms and policies established by the Board.
- B2) Identify and resolve, if possible, or elevate to the Division Administrator contractual issues that arise during the life of the contract.
- B3) Coordinate with fiscal staff to ensure DSPS complies with the payment requirements of the contract with the PDMP vendor.
- B4) Develop and prepare periodic reports on the status of the contract with the PDMP vendor and present them to the Board and Department staff.
- B5) Work with DOA and Department staff to determine whether to renew the contract or terminate it and re-bid the contract upon expiration of the contract.
- B6) Draft language for other contracts and memoranda of understanding and oversee the administration of these contractual relationships.

20% C. Oversee the work undertaken as part of PDMP enhancement projects.

- C1) Assist with fund development, fact finding, and research activities necessary to undertake the enhancement projects.
- C2) Work closely with the Pharmacy Examining Board and other stakeholders in the enhancement projects.
- C3) Coordinate activities relating to the project with other Divisions.
- C4) Establish budget and spending plans within the limits of the projects and guidelines of the granting authority.
- C5) Monitor the budget status to ensure expenditures remain within spending limits of the projects.
- C6) Oversee all reporting requirements related to the grant(s).

5% D. Other miscellaneous duties as assigned.

- D1) 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 evaluate the legal sufficiency of requests for information using policies and appropriate legal methodologies
- ❖ Ability to interpret statutes and administrative rules
- ❖ 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 create professional quality printed materials using desktop publishing software
- ❖ Ability to adapt to changing circumstances and unexpected issues
- ❖ Knowledge of current techniques in analyzing state statutes, administrative codes, and policies
- ❖ Knowledge of grant processing
- ❖ Knowledge of the administrative rule writing process
- ❖ 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
- ❖ Auditing skills
- ❖ Interpersonal skills
- ❖ Organizational skills
- ❖ Oral and written communication skills