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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF MEDICAID SERVICES

Lori A. Shibinette
Commissioner

Henry D. Lipman
Director

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February 5, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to New Hampshire RSA 99:8, Increases for Recruitment Purposes, and in accordance with Per 904.01 of the Rules of the Division of Personnel, Request for Temporary Increase, authorize the Department of Health and Human Services, Division of Medicaid Services to continue an increase in the hourly rate by thirty percent (30%) for recruitment and retention purposes for the Pharmaceutical Service Specialist, Position #12433, effective March 15, 2021 through March 14, 2023 upon Governor and Executive Council approval. This request was most recently approved by Governor and Council on March 13, 2019, item #7.

EXPLANATION

The incumbent of Position #12433 has received the temporary salary increase at two year intervals since initially approved on August 14, 2002 (Item #175), and subsequently approved on September 22, 2004 (Item #53), May 16, 2007 (Item #91), August 19, 2009 (Item #118), Retroactively on August 10, 2011 (Item # 80), Retroactively on June 5, 2013 (Item #85), March 25, 2015 (Item #9), Retroactively on April 5, 2017 (Item #8), and March 13, 2019 (Item #7).

The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of the Pharmaceutical Service Specialist and to remain competitive with other industries in our area. The same individual has continuously occupied Position #12433 since December 3, 1993. The incumbent has received this enhancement since 2002. The incumbent is responsible for performing pharmaceutical consultant work of an advisory and regulatory nature, administering the Medicaid Pharmacy and Durable Medical Equipment programs for the Department and auditing enrolled medical providers who prescribe or dispense drugs and durable medical equipment to ensure the Medicaid rules and regulations are enforced.

The State pay scale for the Pharmaceutical Services Specialist position at labor grade 25, Step 9 does not provide a compensation level sufficient to recruit and retain an individual with the necessary skills. As noted in the following tables, the State pay scale is approximately 50% of what pharmacists earn in New Hampshire. It is believed that the 30% enhancement being requested along with the State health insurance will allow the Department to retain the incumbent's subject matter expertise.

Table 1 New Hampshire Employment Security Statewide Average Hourly Salary Range. Pharmacists 29-1051		Table 2 New Hampshire Employment Security Concord Area Average-Hourly Salary Range. Pharmacists 29-1051		Table 3 State LG 25, Hourly Salary Range A000 37.5 Hour Wage Schedule effective January 4, 2019	
Entry	\$53.60	Entry	\$52.07	Step 1	\$26.13
Mean	\$63.48	Mean	\$61.16	Step 2	\$27.27
Median	\$64.66	Median	\$61.44	Step 3	\$28.49
Experienced	\$68.43	Experienced	\$66.71	Step 4	\$29.72
				Step 5	\$31.01
				Step 6	\$32.40
				Step 7	\$33.82
				Step 8	\$35.36
				Step 9	\$36.88
Reference: New Hampshire Occupational Employment & Wages, pg 8, pg 43, published by the New Hampshire Department of Employment Security, September 2020. https://www.nhes.nh.gov/elmi/products/documents/wages-all.pdf					

The estimated salary cost difference of this enhancement is:

SFY 2021 through June 30, 2021

Federal	\$ 2,489
General	\$ 2,489
	<u>\$ 4,978</u>

SFY 2022 Annual Pay 26 Pay Periods

Federal	\$ 10,787
General	\$ 10,787
	<u>\$ 21,574</u>

SFY 2023 Annual Pay 27 Pay Periods

Federal	\$ 11,202
General	\$ 11,202
	<u>\$ 22,404</u>

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Enclosed are the approval correspondence from the Division of Personnel, current supplemental job description, organizational chart and fiscal impact statement.

Respectfully submitted,

A handwritten signature in black ink that reads "Lori Shibinette". The signature is written in a cursive style with a large initial "L".

Lori A. Shibinette
Commissioner

SUPPLEMENTAL JOB DESCRIPTION

Classification: Pharmaceutical Services Specialist

Function Code: 6881-045

Title: Pharmaceutical Services Specialist

Date Established: 8/15/88

Position Number: 12433

Date last amended: 6/14/18

SCOPE OF WORK: Supports the Pharmacy Services Unit for the Office of Medicaid Services. Responsible for providing clinical and operational support to the Pharmacy Services program within Medicaid and the Department of Health and Human Services. The Pharmaceutical Services Specialist I coordinates the State's Drug Utilization Review (DUR) Board meetings, prepares annual DUR report to CMS, and supports the Office of Medicaid Services in collaboration with the Division of Public Health.

ACCOUNTABILITIES:

- Collaborates with external consultants and other State personnel to maintain Pharmacy Benefit management; provides operational and program support to all components of the Medicaid Pharmacy program.
- Represents the Medicaid Pharmacy program on the Drug Use Review (DUR) Board in collaboration with the Pharmacy Director, State Medicaid Director and external consultants. Assists Medicaid providers with problem solving on pharmacy related issues involving the pharmacy benefit manager.
- Assists in the monitoring and analysis of DUR (Drug Use Review) activities including Prospective, Concurrent and Retrospective measures. Acts as a liaison relative to pharmacy services consultation and problem resolution to external professional associations and other divisions within Medicaid.
- Assists the Pharmacy Director with formulary changes and variations between multiple plans including Medicaid, Medicaid Managed Care Organizations, the uninsured and state employees if formularies differ.
- Collaborates with the Pharmacy Director, Medicaid MCO Pharmacy Directors and other state personnel to provide oversight of Medicaid MCO Pharmacy Benefit management.
- Assists the pharmacy Director and the Medicaid Quality Unit with reviewing and providing feedback to the pharmacy measure reports submitted by the MCOs to the Medicaid Quality Unit.
- Assists with the monitoring of the OBRA 90 Rebate Program and supplemental rebate program, in concert with financial services, to insure the Department recovers and applies all the possible revenues.
- Consults with the Office of Program Improvement and Integrity (PII) on provider audits, lock-ins and provider sanctions. Accompanies PII when on-site pharmacy audits are required.
- Monitors federal and state regulations in order to enforce program policy and procedures. Refers potential fraud and abuse opportunities back to the Fraud and Abuse unit.
- Coordination of grievance requests. Collects clinical information from PBM and medical provider for the purpose of reviewing PBM denied prior authorization requests. Once clinical information is collected will review within one business day.

Supplemental Job Description
Pharmaceutical Services Specialist
Position #12433
Page 2 of 2

- Provides pharmacy clinical expertise, as needed for all bioterrorism and emergency preparedness procedures. Assists in the Development and implementation of the State plan for the deployment of the national pharmaceutical stockpile in the event of a medical emergency.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a college of pharmacy or department of a university accredited by the American Council on Pharmaceutical Education.

Experience: Five years' experience as a Pharmacist, preferably in a hospital or institution; or as an instructor in an accredited school or college of pharmaceuticals.

License/Certification: Licensure by the New Hampshire Board of Pharmacy.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. Any employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title, and Position #: Alyssa Cohen, Deputy Medicaid Director, #9U404

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

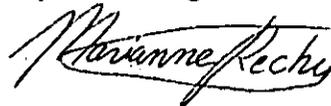
Date

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name, Title, Position #: Margret A Clifford, Administrator IV, #30278

Supervisor's Signature

Date Reviewed


SJA

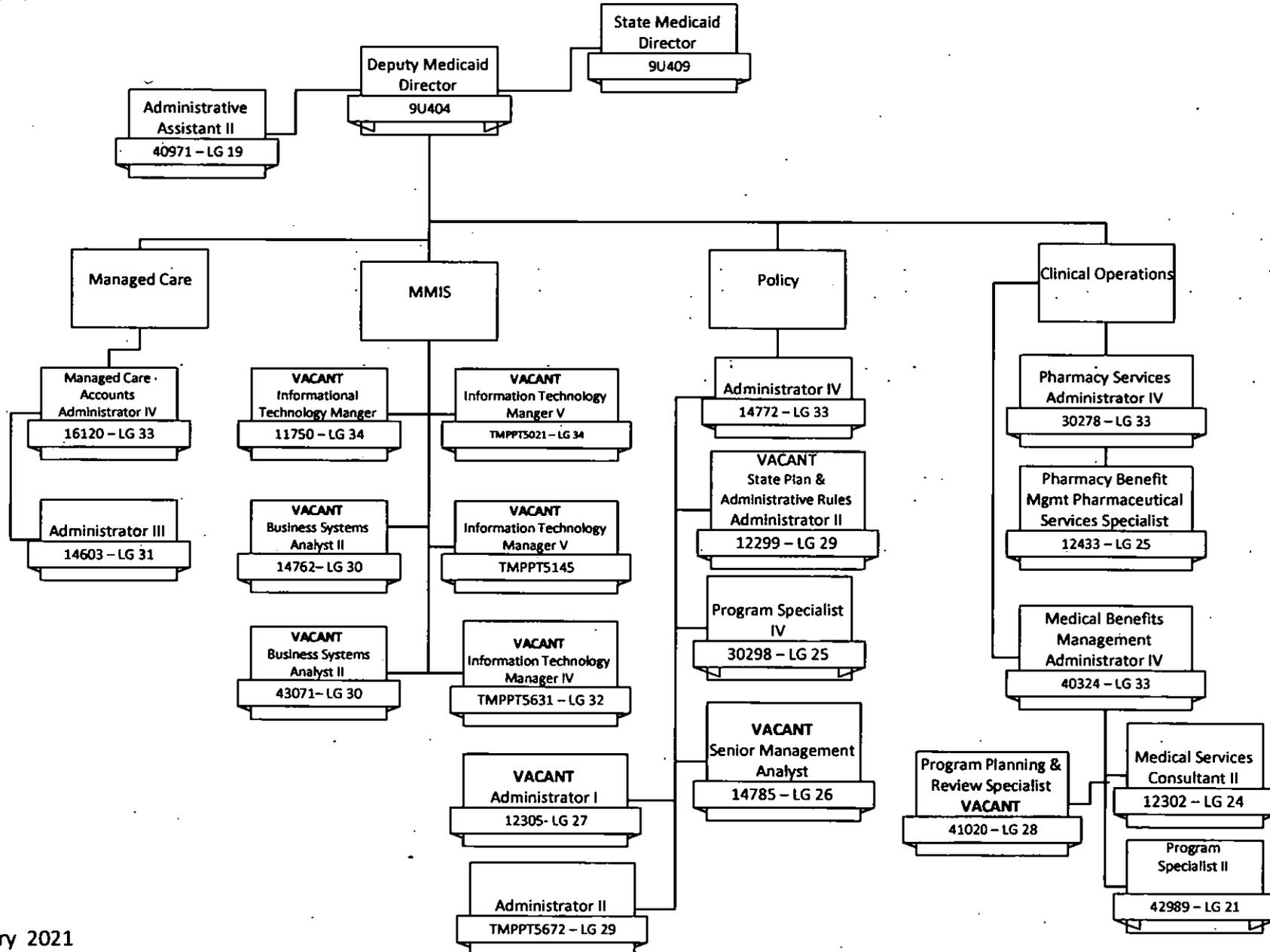
6/14/18

Division of Personnel

Date Approved



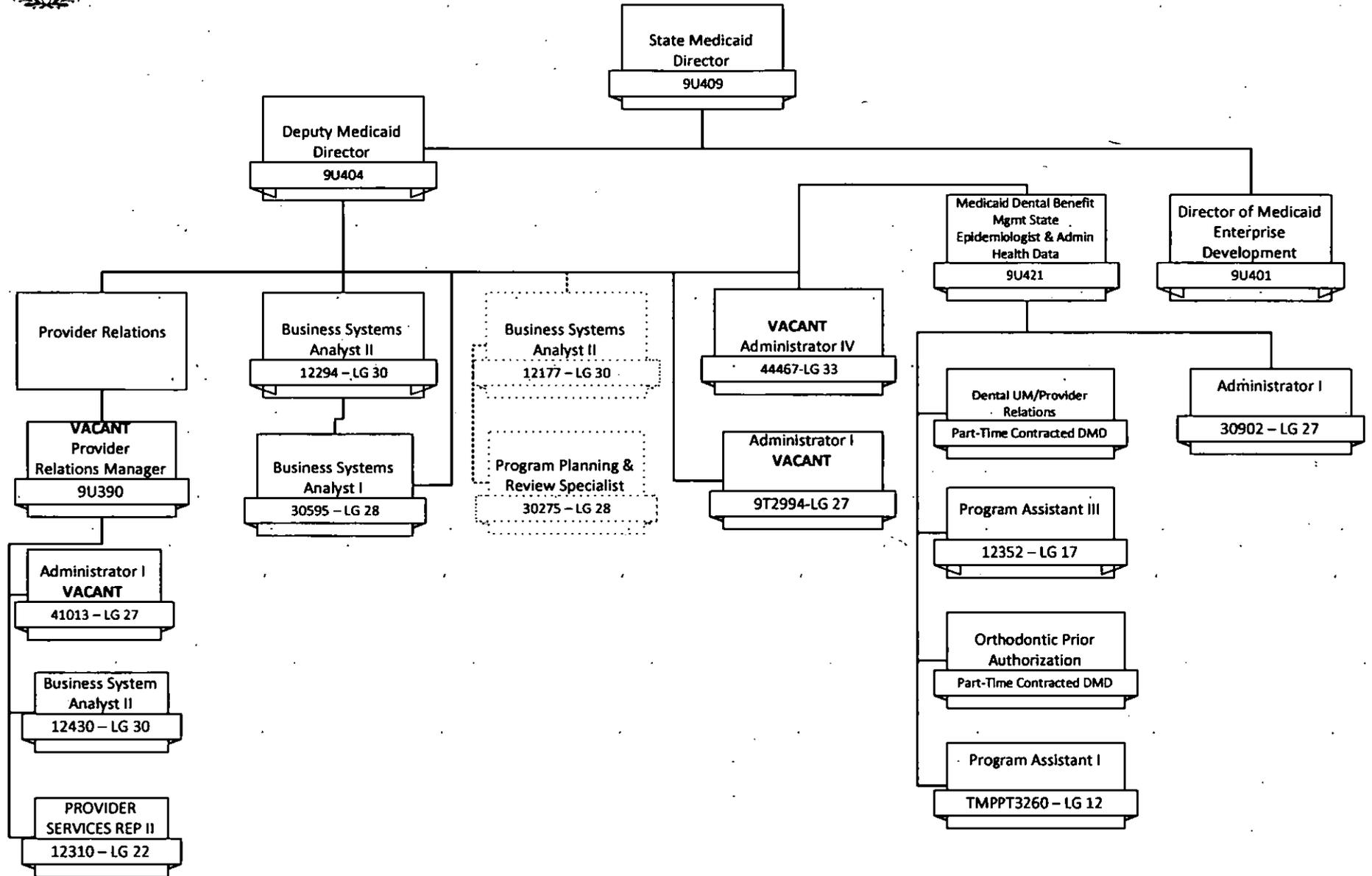
NH Department of Health and Human Services Division of Medicaid Services





NH Department of Health and Human Services

Division of Medicaid Services



Name	Position Number	Position Title	Labor Grade & Step	Regular Salary	Enhancement Percentage	Enhancement Amount	New Salary
Lise Farrand	12433	Pharmaceutical Service Specialist	25, 9	\$2,766.00	30%	\$829.80	\$3,595.80
Fiscal Impact FY 2021				Current Enhancement expires on 3/14/20 (Six payperiod remaining in FY 21)			\$4,978.80
Fiscal Impact FY 2022 (Enhancement Amount by 26 payperiods)							\$21,574.80
						Federal	\$10,787.40
						General	\$10,787.40
Fiscal Impact FY 2023 (Enhancement Amount by 27 payperiods)							\$22,404.60
						Federal	\$11,202.30
						General	\$11,202.30



State of New Hampshire

Charles M. Arlinghaus
Commissioner
(603) 271-3201

DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex — 28 School Street
Concord, New Hampshire 03301

Lorrie A. Rudis
Director
(603) 271-3261

Request for Rule Exception

NOTE: Submit this form to the Administrator, Bureau of Human Resources.

Date:	12/22/2020	Requestor Name and Title:	Laurie Spring, Assistant Administrator
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Agency:	HHS	Bureau:	Division of Medicaid Services
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Exception requested for DOP Rule #	904.01, Request for Temporary Increase
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In the space below, write a justification for requesting an exception to the Rule listed above.

This is to respectfully request that the Department of Health and Human Services, Office of Medicaid Services, obtain approval to continue the payment of a 30% Salary Enhancement for position number 12433, entitled Pharmaceutical Service Specialist, LG 25. The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of our Pharmaceutical Service Specialist, who has occupied the position since December 3, 1993, and to remain competitive with other industries in our area. The incumbent has received this 30% enhancement since 2007, when it increased from 20% from prior years. The last enhancement was approved by Governor & Council on March 13, 2019 Item # 7.

The incumbent is responsible for performing pharmaceutical consultant work of an advisory and regulatory nature, administering the Medicaid Pharmacy and Durable Medical Equipment programs for the Department of Health & Human Services and auditing enrolled medical providers who prescribe or dispense drugs and durable medical equipment to ensure the Medicaid rules and regulations are enforced.

The state pay scale for the Pharmaceutical Service Specialist, at a Labor grade 25, does not provide a compensation level sufficient to retain an individual with necessary skills. The average Pharmacist salary in New Hampshire is between 131,668 and 148,839, according to Salary.com. (<https://www.salary.com/research/salary/benchmark/pharmacist-salary/nh>) DHHS must offer a competitive salary, in addition to benefits, to retain the incumbent's pharmacy subject matter expertise.

Enclosed, please find the following information:

- Spreadsheet comparison of Hourly salaries for comparable positions in the industry in Concord, NH and Statewide.
- Source document from the New Hampshire Occupational Employment & Wages 2020 Report.
 - o <https://www.nhes.nh.gov/elmi/products/documents/wages-all.pdf>
- Average Salary Survey from ZipRecruiter
 - o <https://www.ziprecruiter.com/Salaries/What-Is-the-Average-Pharmacist-Salary-by-State>

If approved, the overall General Fund cost of with this increase would be \$10,787.40 annually. The Pharmaceutical

The below to be filled out by Division of Personnel

DECISION:	Approved
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Decision Date:	Name:	Title:	Signature:
12/22/2020	Lorrie A Rudis	Director, DOP	Lorrie A Rudis <small>Digitally signed by Lorrie A Rudis Date: 2020.12.22 08:55:09 -05'00'</small>