



Lori A. Weaver  
Interim Commissioner

Henry D. Lipman  
Director

DEC20'22 PM 3:15 RCVD

ARC  
17

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*DIVISION OF MEDICAID SERVICES*

129 PLEASANT STREET, CONCORD, NH 03301  
1-844-ASK-DHHS (1-844-275-3447)  
Fax: 603-271-8431 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

December 20, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, NH 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, **Retroactively** authorize the Department of Health and Human Services (DHHS), Division of Medicaid Services (DMS) to continue a 30% salary enhancement for position #30278, Administrator IV, which serves as Medicaid Pharmacy Director, for an additional 6 months commencing **retroactively** on December 19, 2022 through June 30, 2023, effective upon Governor & Executive Council approval. Source of Funds: 75% Federal 25% General

**EXPLANATION**

This is a **Retroactive** request because it was submitted to the Division of Personnel on October 20, 2022, however, approval was not received until December 12, 2022.

In 2014, a request was proposed for a thirty percent salary increase for position #30278, Administrator IV, which serves as the Medicaid Pharmacy Director for the Division of Medicaid Services. Governor & Council approved the request on February 14, 2014, Item # 25-A. On January 27, 2016, a request was put forward to continue the enhanced salary for a period of two years and was approved by Governor & Council on January 27, 2016 (Item # 7). On January 10, 2018, a request was put forward to continue the enhanced salary for a period of two years and was approved by Governor & Council on January 10, 2018 (Item # 11). In 2019, a request was put forward to continue the enhanced salary for a period of two years and was approved by Governor & Council on December 18, 2019 (Item # 18). The Division of Personnel approved the most recent request to continue the 30% salary enhancement on October 22, 2021 with a recommendation for the Department to consider making this an unclassified position. In 2021, a request was put forward to continue the enhanced salary for a period of 1 year and was approved by Governor & Council on December 8, 2021 (Item # 6). The Department is currently pursuing converting the position to unclassified in the 24-25 biennium.

The continuation of this 30% salary enhancement is respectfully requested in order to retain the services of the Medicaid Pharmacy Director and to remain competitive with other industries in our area. The same individual has filled position 30278 since January 8, 2016.

Staffing for the Medicaid program requires the knowledge and expertise of a registered pharmacist to manage DHHS objectives by authorizing and directing statewide Medicaid pharmacy services policies and procedures.

The Pharmacy Director administers the Pharmacy Services Unit for the Department from within the Division of Medicaid Services; monitors and implements state and federal pharmacy policies; provides clinical oversight to the Drug Utilization Review Committee; collaborates with the Medicaid Director to provide clinical and financial oversight to the Medicaid Care Management program pharmacy services; directs the clinical and service utilization components of the vendor contract for the fee-for-service pharmacy benefit management; provides leadership in DMS's pharmacy related new initiatives; works in collaboration with the other DHHS departments to address routine needs and the needs of special Medicaid populations and services; and responds to legislative and other external stakeholder issues and concerns. Additionally, the Medicaid Pharmacy Services Administrator analyzes data on financial and utilization trends, participates in budget monitoring and development, recommends and implements new cost saving strategies, and assures the appropriate use of Medicaid funding.

The State pay scale for the Administrator IV position at labor grade 33 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 75% of what pharmacists earn in New Hampshire. It is thought that the 30% enhancement being requested along with the State health insurance benefit will allow the Department to retain the incumbent's subject matter expertise.

<b>Table 1</b> New Hampshire Employment Security Statewide Average Hourly Salary Range. Pharmacists 29-1051		<b>Table 2</b> New Hampshire Employment Security Concord Area Average Hourly Salary Range. Pharmacists 29-1051		<b>Table 3</b> State LG 33, Hourly Salary Range A000 37.5 Hour Wage Schedule effective July 1, 2022	
<b>Entry</b>	49.54	<b>Entry</b>	49.35	<b>Step 1</b>	37.96
<b>Mean</b>	64.85	<b>Mean</b>	63.33	<b>Step 2</b>	39.68
<b>Median</b>	65.73	<b>Median</b>	64.50	<b>Step 3</b>	41.56
<b>Experienced</b>	72.50	<b>Experienced</b>	70.32	<b>Step 4</b>	43.51
				<b>Step 5</b>	45.51
				<b>Step 6</b>	47.64
				<b>Step 7</b>	49.80
				<b>Step 8</b>	51.94
				<b>Step 9</b>	54.10
Reference: New Hampshire Occupational Employment & Wages, pg 8, pg 43, published by the New Hampshire Department of Employment Security, June 2022. <a href="http://www.nhes.nh.gov/elmi/products/documents/wages-all.pdf">http://www.nhes.nh.gov/elmi/products/documents/wages-all.pdf</a>					

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
December 20, 2022  
Page 3 of 3

The above request would have the following financial impact:

	SFY 23
	28 Weeks
State Salary Step 8	\$54,537
30% Enhancement	\$16,361
General Funds 25%	\$17,724

Funding for this enhancement is available {05-95-47-470010-7937}; HEALTH AND SOCIAL SERVICES; HEALTH AND HUMAN SVCS DEPT; HHS: OFC OF MEDICAID SERVICES; OFC OF MEDICAID SERVICES; MEDICAID ADMINISTRATION

Respectfully submitted,



Lori A. Weaver  
Interim Commissioner



**From:** [Spring, Laurie](#)  
**To:** [Looney, Michele](#)  
**Cc:** [Moran, David](#); [Gagnon, Athena](#)  
**Subject:** FW: Request for Enhancement Extension- Medicaid Pharmacy Director  
**Date:** Friday, December 9, 2022 11:25:20 AM

---

Below please find approval from the Director, Division of Personnel for the extension of the enhancement for Medicaid Pharmacy Director.

Thank you,

Laurie Spring  
Workforce Development Administrator  
Bureau of Human Resource Management  
Brown Building Room 164  
603-271-9019

STATEMENT OF CONFIDENTIALITY: This message may contain information that is privileged and confidential and is intended for the exclusive use of the individual(s) to whom it is addressed. If you received this message in error, please contact the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation.

---

**From:** Rudis, Lorrie <[Lorrie.A.Rudis@das.nh.gov](mailto:Lorrie.A.Rudis@das.nh.gov)>  
**Sent:** Friday, December 9, 2022 10:52 AM  
**To:** Spring, Laurie <[Laurie.J.Spring@dhhs.nh.gov](mailto:Laurie.J.Spring@dhhs.nh.gov)>  
**Cc:** Mavrogeorge, Matthew <[Matthew.G.Mavrogeorge@das.nh.gov](mailto:Matthew.G.Mavrogeorge@das.nh.gov)>; Lydick, Joanne <[Joanne.L.Lydick@das.nh.gov](mailto:Joanne.L.Lydick@das.nh.gov)>  
**Subject:** RE: Request for Enhancement Extension- Medicaid Pharmacy Director

The request to extend to June 30, 2023 a 30% enhancement for the Medicaid Pharmacy Director, Administrator IV, is approved.

---

**From:** Spring, Laurie <[Laurie.J.Spring@dhhs.nh.gov](mailto:Laurie.J.Spring@dhhs.nh.gov)>  
**Sent:** Friday, December 9, 2022 8:35 AM  
**To:** Rudis, Lorrie <[Lorrie.A.Rudis@das.nh.gov](mailto:Lorrie.A.Rudis@das.nh.gov)>; Mavrogeorge, Matthew <[Matthew.G.Mavrogeorge@das.nh.gov](mailto:Matthew.G.Mavrogeorge@das.nh.gov)>  
**Cc:** Alexander, Christine <[Christine.A.Alexander@dhhs.nh.gov](mailto:Christine.A.Alexander@dhhs.nh.gov)>  
**Subject:** Request for Enhancement Extension- Medicaid Pharmacy Director  
**Importance:** High

Good morning all,

Attached is a request to extend an enhancement for a single position, the Medicaid Pharmacy Director, Administrator IV. We anticipate this to be the final enhancement extension request for this position as we are requesting to add an unclassified position to perform these duties in the FY24-25

biennium.

Lori Weaver is including this extension as an item in her Monday meeting with the Governor's office, however she did request that I keep the documents moving in the pipeline to avoid any further delay.

Thank you for your consideration of this request!

Laurie Spring  
Workforce Development Administrator  
Bureau of Human Resource Management  
Brown Building Room 164  
603-271-9019

STATEMENT OF CONFIDENTIALITY: This message may contain information that is privileged and confidential and is intended for the exclusive use of the individual(s) to whom it is addressed. If you received this message in error, please contact the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation.

## **SUPPLEMENTAL JOB DESCRIPTION**

Classification: ADMINISTRATOR IV

Function Code: 0072-095

Position Title: Medicaid Pharmacy Director

Date Established: 8/15/88

Position Number: 30278

Date of Last Amendment: 1/28/14

**SCOPE OF WORK:** To administer DHHS objectives by authorizing and directing statewide Medicaid pharmacy services policies and procedures. The Pharmacy Services Administrator directs the Pharmacy Services Unit for the Office of Medicaid Business and Policy (OMBP); provides clinical oversight to the Drug Utilization Review Committee; collaborates with the Medicaid Medical Director to provide clinical and financial oversight to the Medicaid Care Management program pharmacy services; directs the clinical and service utilization components of the vendor contract for the fee-for-service pharmacy benefit management; provides leadership in OMBP's pharmacy related new initiatives; works in collaboration with the other DHHS departments to address the needs of special Medicaid populations and services; responds to legislative and other external stakeholder issues and concerns.

### **ACCOUNTABILITIES:**

- Authorizes the development of policies and procedures for the long-term administration of the DHHS Medicaid pharmacy services programs; collaborates with external consultants and other State personnel to develop, implement and maintain the pharmacy benefit management and pharmacy related policy; acts to provide subject matter expertise on pharmacy services to the Medicaid program and broadly to the Department of Health and Human Services as needed.
- Provides operational control and monitoring for all components of the Medicaid Pharmacy program operations including the Medicaid Care Management pharmacy program, formulates and monitors all pharmacy expenditures and trends, financial reports, and interprets and monitors federal and state regulations in order to enforce Medicaid pharmacy program policy and procedures.
- Monitors operational activities for efficient and effective allocation of agency resources by evaluating programs and implementing legislative changes as necessary, including the Drug Utilization Review Committee and all Drug Utilization Review activities; provides contract oversight and management for the State's pharmacy benefit management contract and other contracted Medicaid pharmacy services vendors; oversees contractor audits of pharmacies; Manages formulary changes and variations including CMS rebates, supplemental rebates and the preferred drug list; provides pharmacy clinical expertise as needed for all bioterrorism and emergency preparedness procedures; provides state based oversight of the MMA Part D drug program and Medicaid wrap-around services
- Authorizes the development of public information and projected data for budget preparation; authorizes the development and monitoring of all mandated federal reporting and all managed care pharmacy information reporting; monitors and evaluates MARS reports and other pharmacy data and provides analytical feedback to the appropriate internal committees; refers potential fraud and abuse opportunities back to the Fraud and Abuse unit; directs and facilitates all pharmacy communications with the Provider network.
- Directly manages and supervises the Pharmaceutical Services Specialist(s) and with matrixed management of the Pharmacy Finance Administrator; ensures that the Pharmaceutical Services Specialist(s) receives a timely performance appraisal at least once per year; manages and supervises other professionals in developing and implementing agency-wide fiscal policies and procedures and other staff as needed.

### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with major study in medical policy or financial oversight and pharmacy.

**Experience:** Eight years' experience as a Pharmacist, five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

OR

**Education:** Bachelor's degree from a recognized college or university with major study in pharmacy or department of a university accredited by the American Council on Pharmaceutical Education.

**Experience:** Nine years' experience as a Pharmacist, five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

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

**SPECIAL REQUIREMENTS:** Must have a degree in pharmacy. Must have high-level verbal and written communication skills, strong, positive, problem-solving, facilitation and organization skills, knowledge and experience in quality assurance, competence in functioning effectively and collaboratively as a member of a work team, proficiency in the use of personal computer.

**PREFERRED WORK TRAITS:** Knowledge of pharmacy program administration and evaluation. Knowledge of state and federal laws relating to Medicaid or other public payer program. Knowledge of the principles of supervision, administration, systems management and community organization as applicable to specialized program area. Ability to prepare budgets. Ability to express ideas clearly and concisely both orally and in writing. Ability to evaluate and analyze program effectiveness and resource utilization. Ability to speak before public groups and legislative committees. Ability to establish and maintain effective working relationships with federal, state and other public officials. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**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 & Position #: Henry D. Lipman, Medicaid Director

\_\_\_\_\_  
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 the job description with the above employee.

Supervisor's Name, Title, Position #: Henry D. Lipman, Position # 9U409

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

*Jennifer J. Elberfeld*

DHHS 11/22/19

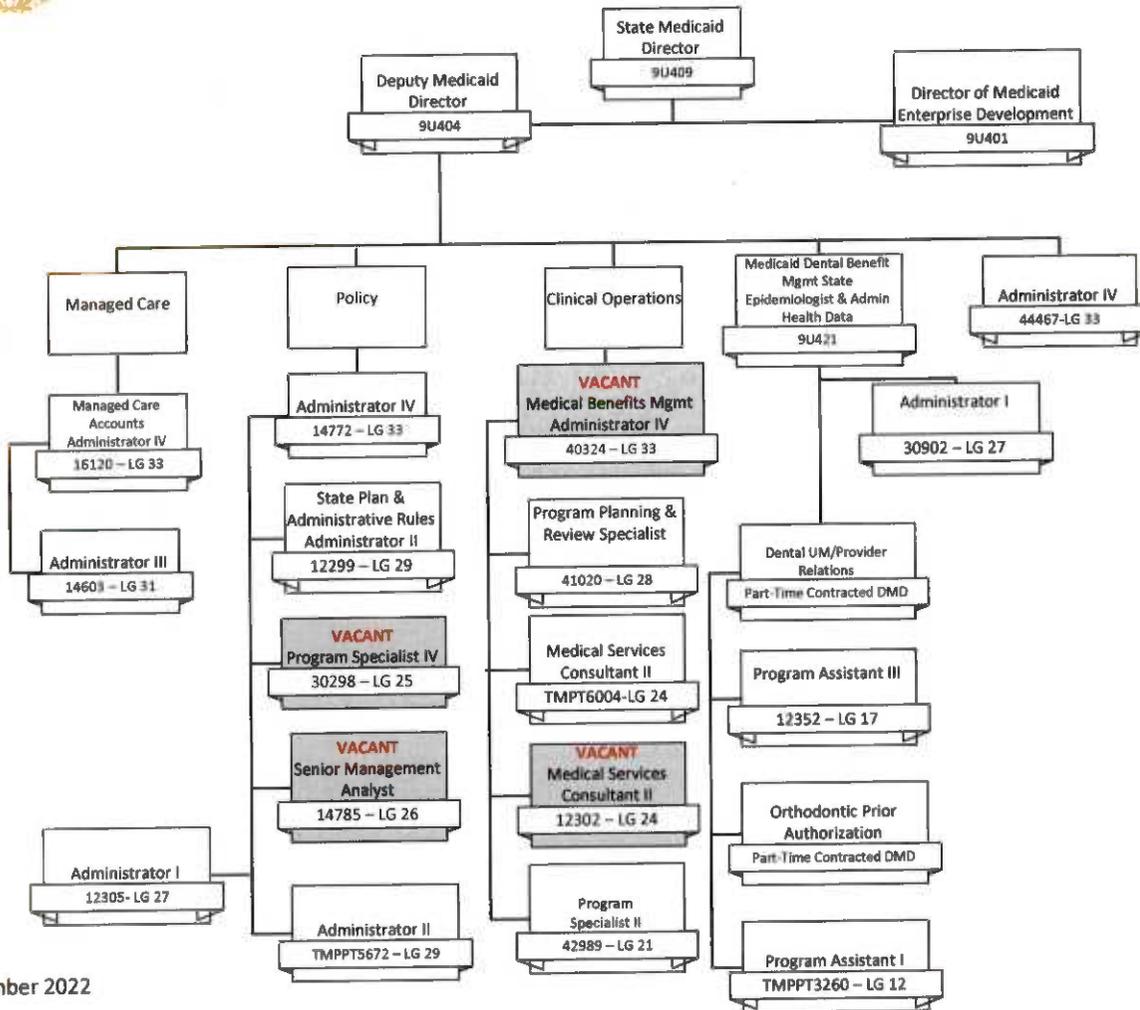
1/28/14

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

