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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF MEDICAID SERVICES

Lori A. Weaver
Interim Commissioner

Henry D. Lipman
Director

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

January 26, 2023

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, 2023 through June 30, 2023 upon Governor and Executive Council approval. This request was most recently approved by Governor and Council on February 17, 2021, 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), March 13, 2019 (Item #7) and on February 17, 2021 (Item #7). Division of Personnel put forward a recommendation for the Department to consider making our current enhanced positions unclassified. 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 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 July 1, 2022	
Entry	$49.54	**Entry**	$49.35	**Step 1**	$26.75
Mean	$64.85	**Mean**	$63.33	**Step 2**	$27.92
Median	$65.73	**Median**	$64.50	**Step 3**	$29.17
Experienced	$72.50	**Experienced**	$70.32	**Step 4**	$30.42
				Step 5	$31.74
				Step 6	$33.17
				Step 7	$34.62
				Step 8	$36.20
				Step 9	$37.75
Reference: New Hampshire Occupational Employment & Wages, pg 8, pg 43, published by the New Hampshire Department of Employment Security, June 2022. https://www.nhes.nh.gov/elmi/products/documents/wages-all.pdf					

The above request would have the following financial impact:

	SFY23 15 Weeks
State Salary Step 9	$21,234.38
30% Enhancement	$6,370.31
General Funds 50%	$3,185.17

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 Pharmaceutical Services Specialist
Date: Thursday, January 26, 2023 8:37:13 AM

Good morning,

The Governor's office approved the enhancement through June 30, 2023, so that's what we have to work with as an end date.

Thank you,

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

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From: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>
Sent: Thursday, January 26, 2023 8:34 AM
To: Spring, Laurie <Laurie.J.Spring@dhhs.nh.gov>
Cc: Mavrogeorge, Matthew <Matthew.G.Mavrogeorge@das.nh.gov>; Lydick, Joanne <Joanne.L.Lydick@das.nh.gov>
Subject: RE: Request for Enhancement Extension- Medicaid Pharmaceutical Services Specialist

This request is approved

From: Spring, Laurie <Laurie.J.Spring@dhhs.nh.gov>
Sent: Thursday, January 26, 2023 8:25 AM
To: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>
Cc: Mavrogeorge, Matthew <Matthew.G.Mavrogeorge@das.nh.gov>; Lydick, Joanne <Joanne.L.Lydick@das.nh.gov>
Subject: FW: Request for Enhancement Extension- Medicaid Pharmaceutical Services Specialist

Good morning,

I've added the approval from the Governor's office to this email string re: the extension of enhancement for 12433, Pharmaceutical Services Specialist. HHS has requested to add an unclassified position to perform these duties in the FY24-25 biennium.

Thank you,

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

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From: Spring, Laurie
Sent: Friday, January 20, 2023 4:06 PM
To: Rudis, Lorrie <Lorrie.A.Rudis@das.nh.gov>
Cc: Mavrogeorge, Matthew <Matthew.G.Mavrogeorge@das.nh.gov>; Lydick, Joanne <Joanne.L.Lydick@das.nh.gov>
Subject: Request for Enhancement Extension- Medicaid Pharmaceutical Services Specialist

Good afternoon,

Attached is a request to extend an enhancement for a single position, the Medicaid Pharmaceutical Services Specialist. 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. We are requesting an end date of December 2023 due to the anticipated length of time to establish an unclassified position via the Joint Committee on Employee Classification upon authorization within the budget.

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

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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.

- 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

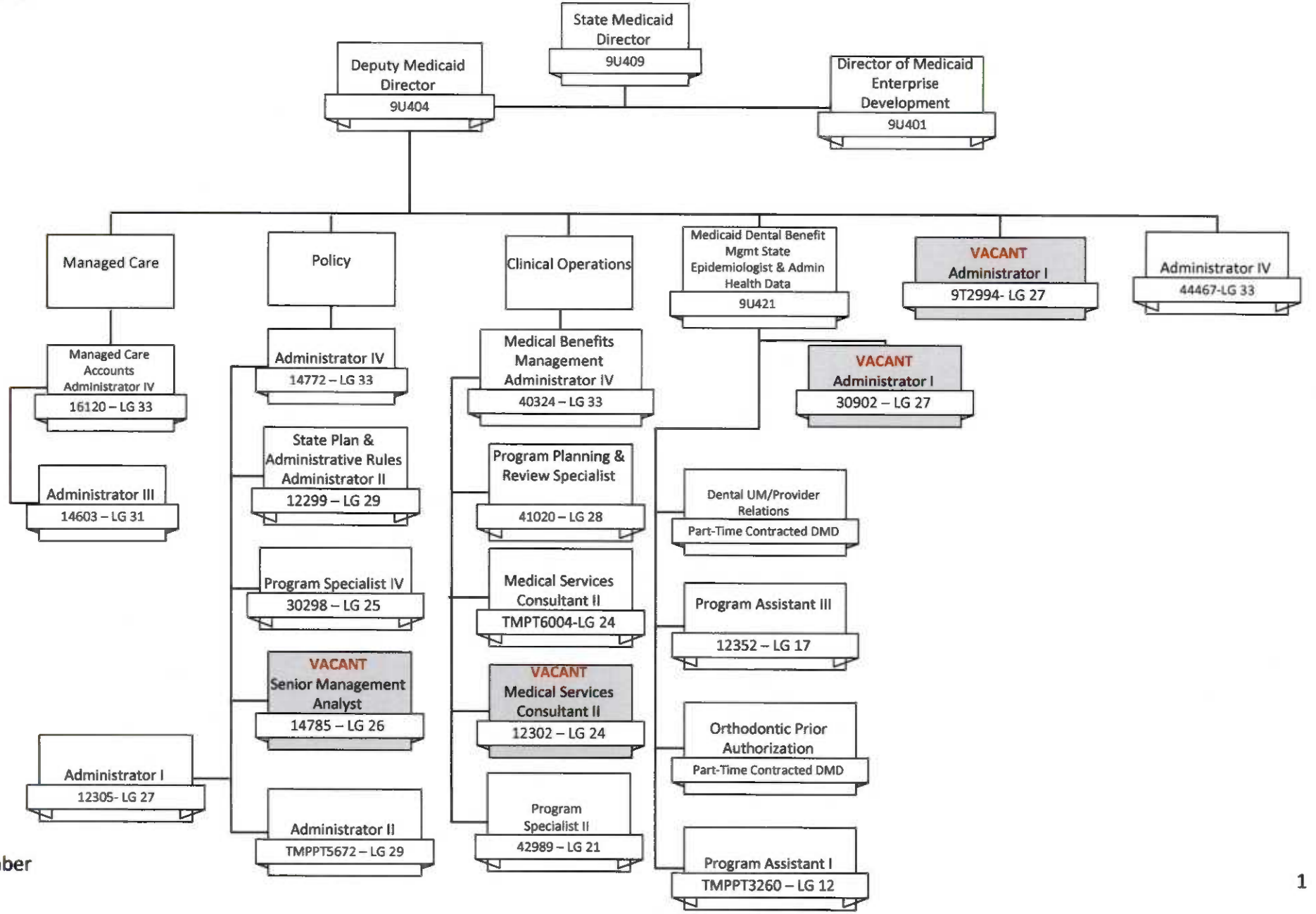
Supervisor's Signature | Date Reviewed

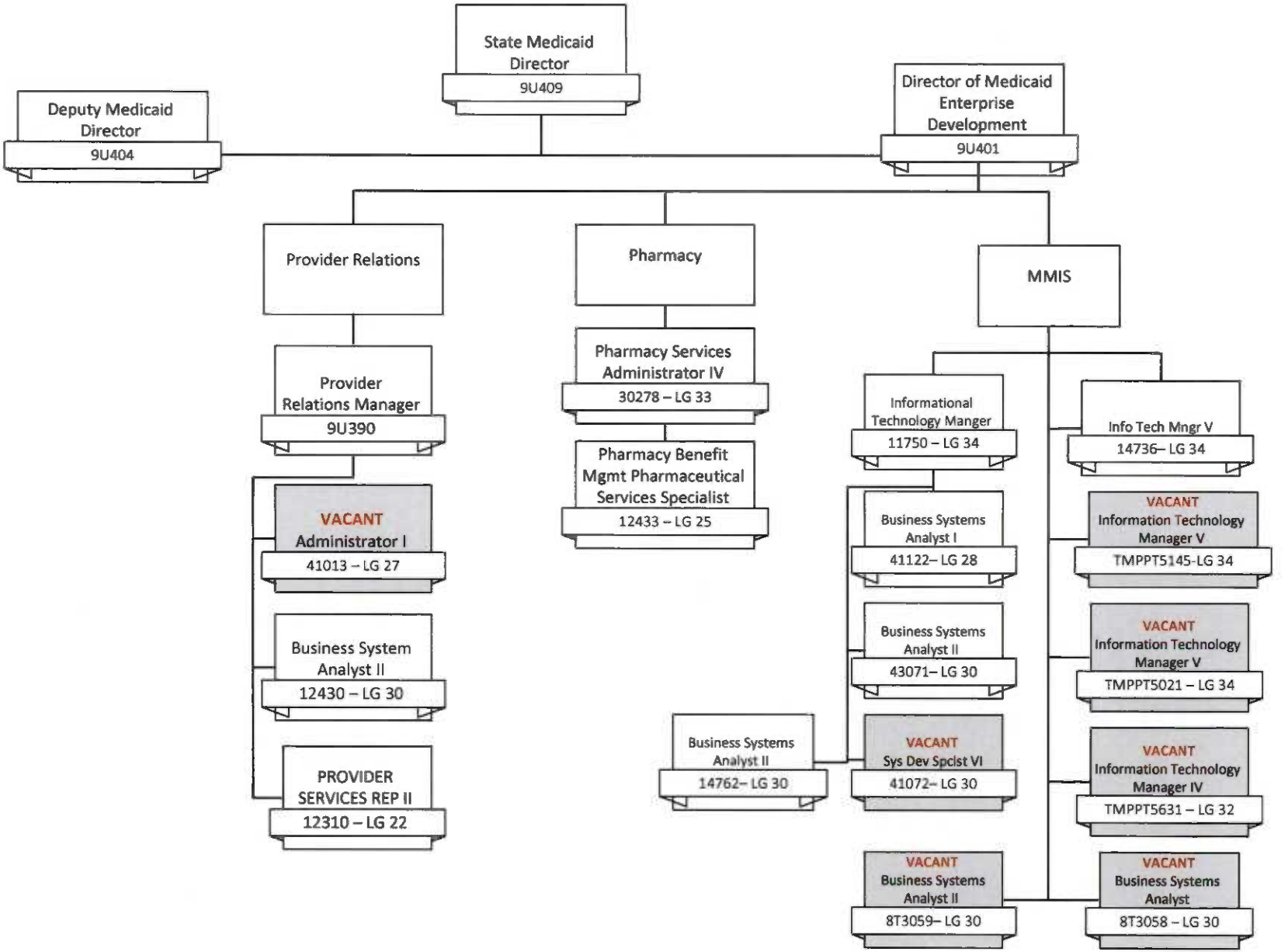
Marianne Rechy

SJA | 6/14/18

Division of Personnel | Date Approved

NH Department of Health and Human Services
Division of Medicaid Services



December 2022

NH Department of Health and Human Services
Division of Medicaid Services