



Jeffrey A. Meyers
Commissioner

Henry Lipman
Interim Director

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

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November 28, 2017

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, authorize the Department of Health and Human Services (DHHS), Office of Medicaid Services (OMS) to continue a 30% salary enhancement for position # 30278, Administrator IV, which serves as Medicaid Pharmacy Director. It is requested that this increase be approved for an additional 2 year period commencing January 27, 2018 or upon Governor & Executive Council approval.

EXPLANATION

In 2014, a request was put forward for a thirty percent salary increase for position #30278, Administrator IV, which serves as the Medicaid Pharmacy Director for the Office 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).

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.

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The Pharmacy Director administers the Pharmacy Services Unit for the Department from within the Office 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 OMS'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 70% of what pharmacists earn in New Hampshire. It is believed 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.

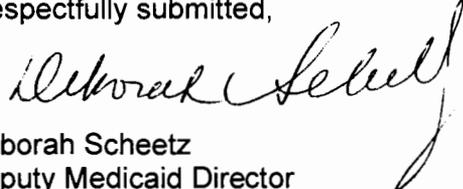
Table 1 New Hampshire Employment Security Statewide Average Hourly Salary Range. Pharmacists 29-1051		Table 2 New Hampshire Employment Security Concord Area Average Hourly Salary Range. Pharmacists 29-1051		Table 3 State LG 33, Hourly Salary Range A000 37.5 Hour Wage Schedule effective January 6, 2017	
Entry	53.91	Entry	55.71	Step 1	35.99
Mean	63.23	Mean	64.01	Step 2	37.62
Median	62.64	Median	64.73	Step 3	39.40
Experienced	67.90	Experienced	68.15	Step 4	41.26
				Step 5	43.15
				Step 6	45.18
				Step 7	47.22
				Step 8	49.26
Reference: New Hampshire Occupational Employment & Wages, pg 9, pg 46, published by the New Hampshire Department of Employment Security, November 2017. http://www.nhes.nh.gov/elmi/products/documents/wages-all.pdf					

The above request would have the following financial impact:

	SFY18 20 Weeks	SFY19 & 20 52 Weeks
State Salary Step 6	\$33,885	\$88,101
30% Enhancement	<u>\$10,166</u>	<u>\$26,430</u>
General Funds 50%	\$22,025	\$57,266

Funding for this enhancement is available accounting unit 05-95-47-470010-7937; HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, HHS: MEDICAID & BUS POLICY, MEDICAID ADMINISTRATION

Respectfully submitted,



Deborah Scheetz
Deputy Medicaid Director

Approved by:



Jeffrey A. Meyers
Commissioner

Division of Personnel Approval

From: Willingham, Sara J.

Sent: Friday, December 08, 2017 1:44 PM

To: Spring, Laurie

Cc: Lydick, Joanne (Mottola); Schmitt, Katherine; Doe, Marilyn; Newland, Matthew; Labrana-Shapiro, Maria-Jose; Jerry, Carol B; Acevedo, Heidi

Subject: RE: Request to Extend Enhancement: Position 30298, Medicaid Pharmacy Director

Thank you for submitting your justification letter and supporting wage documentation to continue the existing 30% enhancement for position #30278, Administrator IV, which serves as Medicaid Pharmacy Director for the Office of Medicaid Services, Department of Health and Human Services (DHHS).

Under Personnel Rule 904.01(a), an appointing authority may request a temporary increase in the compensation of a class by submitting a comparison of salaries in the appropriate industry and geographic location, including occupations which are comparable to the state classification for which the increase is sought. I have reviewed the information in your justification letter, as well as the wage and compensation materials you submitted, and find you have met the documentation requirements of the Personnel Rules. Therefore you may proceed to Governor and Executive Council with your request for authorization to extend the existing 30% enhancement for the Medicaid Pharmacy Director, position #30278, for a period not to exceed 24 months commencing January 27, 2018 or upon Governor and Executive Council approval.

Sara J. Willingham, Director of Personnel
NH Division of Personnel
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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 #: Doris H. Lotz, MD, MPH, Medicaid Chief Medical Officer, Contractor

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 #: Doris H. Lotz, MD, MPH, Medicaid Chief Medical Officer, Contractor

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld

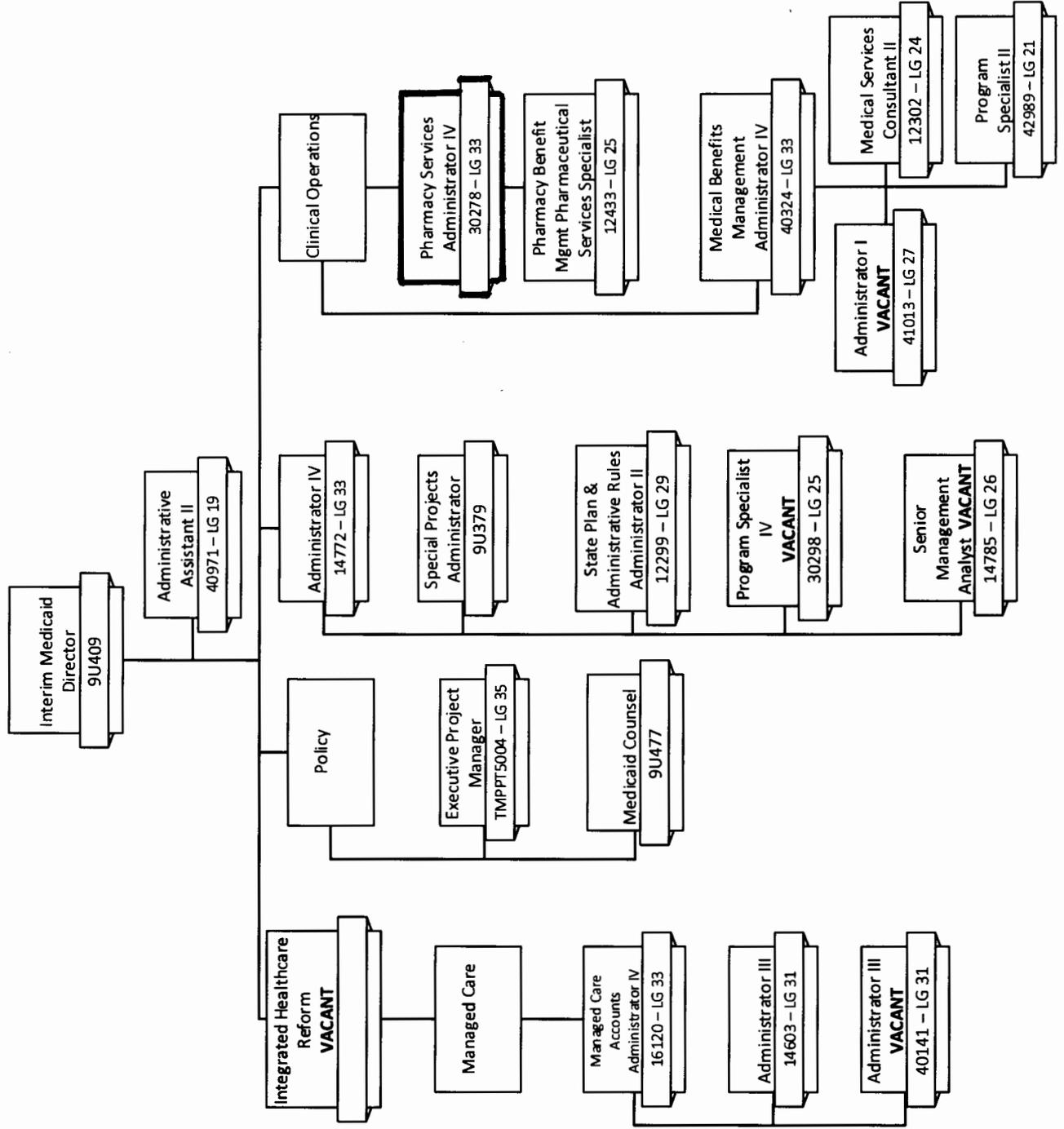
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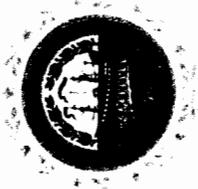
Division of Personnel

Date Approved

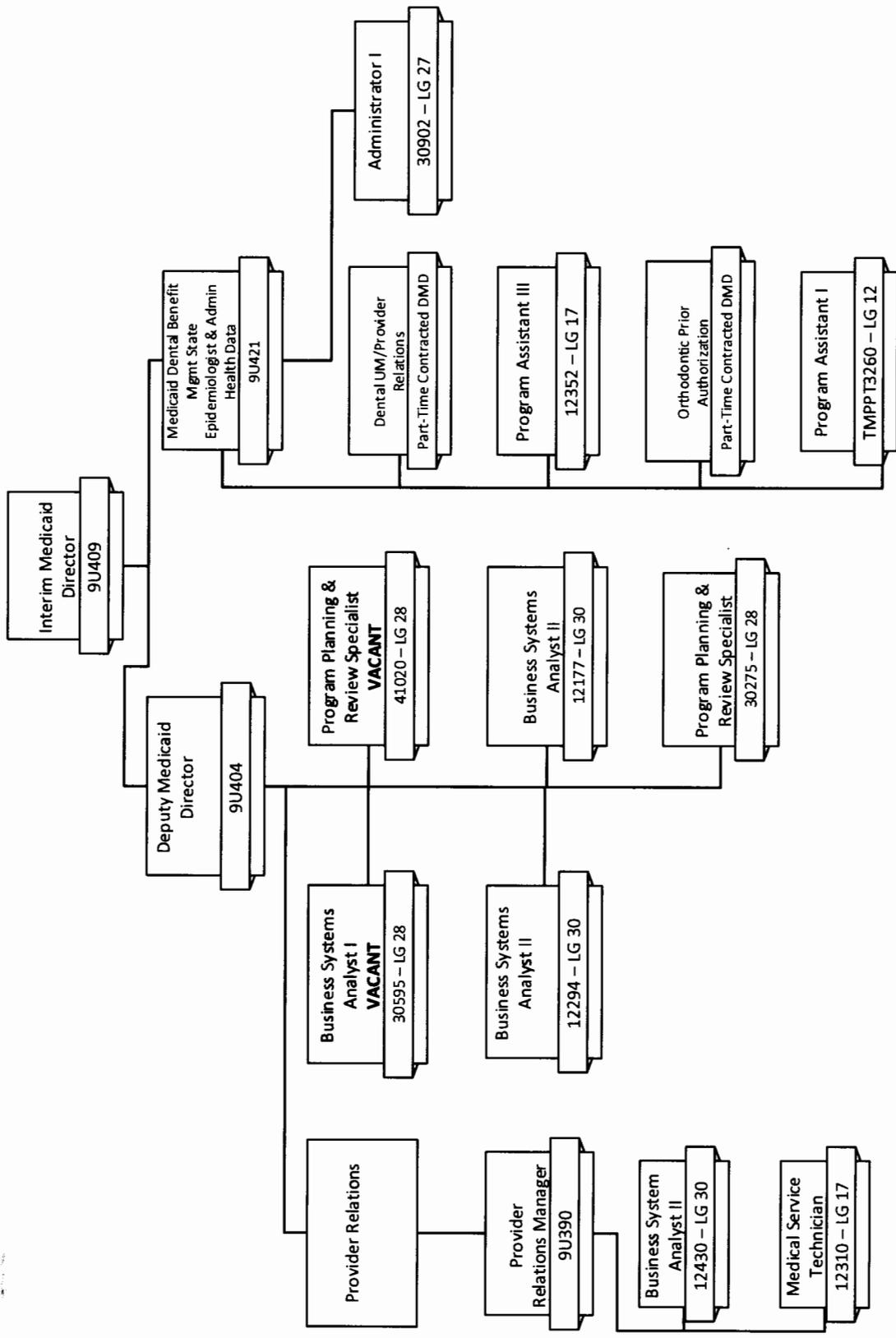


NH Department of Health and Human Services Office of Medicaid Services





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Hourly Salary for LG 33, Step 6	Enhancement Percentage	Hourly Enhancement Amount	Hourly Rate with Enhancement	Enhancement for 7.5 hours
\$ 45.18	30%	\$ 13.55	\$ 58.73	\$ 101.66
Bi Wkly salary for LG 33-6	Enhancement Percentage	Bi-Wkly Enhancement Amount	Bi-Wkly Salary With Enhancement	Enhancement for 10 Pay Periods
\$ 3,388.50	30%	\$ 1,016.55	\$ 4,405.05	\$ 10,165.50
Cost of Enhancement - 11 Pay periods remaining in FY 2017		Cost of Enhancement - 26 Pay Periods in FY 2018		Enhancement for 26 Pay Periods
	\$ 10,165.50		\$ 26,430.30	\$ 26,430.30
General Fund Percentage		General Fund Percentage		
	\$ 5,082.75		\$ 13,215.15	
Federal Fund Percentage		Federal Fund Percentage		
	\$ 5,082.75		\$ 13,215.15	