



Jeffrey A. Meyers
Commissioner

Henry D. Lipman
Director

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

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February 15, 2019

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 hourly rate by thirty percent (30%) for recruitment and retention purposes for the Pharmaceutical Service Specialist classification, position number 12433 from March 15, 2019 through March 14, 2021 effective upon approval by Governor and Executive Council. 50% Federal Funds and 50% General Funds.

EXPLANATION

In 2002, a request was put forward for a twenty percent (20%) temporary increase for several Pharmacy positions and Pharmaceutical Service Specialists. Governor and Council approved this request on August 14, 2002, Item #175. On September 22, 2004, Item #53 Governor and Council approved a continuation of the twenty percent (20%) temporary increase. On November 21, 2006, the Division of Personnel reviewed and approved a request for a Temporary Increase of salary for the professional Pharmacy positions located at New Hampshire Hospital. Governor and Council also approved the request for a period of two years on February 07, 2007, Item, #83. Historically the position of the Pharmaceutical Services Specialist, position #12433 had been included in the Pharmacy request but was inadvertently omitted from the November 21, 2006 request. On February 20, 2007 a request was submitted to the Division of Personnel requesting a thirty percent (30%) temporary increase for position #12433 and approved on March 15, 2007. The Governor and Council approved this request for the thirty percent (30%) temporary increase on May 16, 2007, item #91.

On June 19, 2009 a request was submitted to the Division of Personnel requesting a thirty percent (30%) temporary increase for position #12433 and it was approved on June 23, 2009. On August 19, 2009, item #118, Governor and Council approved this request for the thirty percent (30%) temporary increase through June 23, 2011. The Governor and Council approved a **retroactive** request for the thirty percent (30%) temporary increase on August 10, 2011 item #80 with an approval through May 27, 2013. On March 20, 2013 a request was submitted to the Division of Personnel requesting a thirty percent (30%) Temporary Increase for position #12433 and it was approved on April 15, 2013. The Division of Medicaid Services received a copy of the approval letter on April 23, 2013. The salary enhancement for this position expired on April 15, 2015, which Governor and Executive council approved **retroactively** on June 5, 2013, item # 85. On February 26, 2015 the Division of Personnel approved a request for the continuation of the thirty (30%) temporary increase for this position. Governor and Council approved

this request for the thirty percent (30%) temporary increase for this position on March 25, 2015, item # 9. On March 08, 2017 a request was submitted to the Division of Personnel requesting continuation of the thirty percent (30%) Temporary increase and it was approved on March 14, 2017. Governor and Executive council approved this request on April 5, 2017.

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 55% 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	\$54.13	Entry	\$53.67	Step 1	\$26.13
Mean	\$62.82	Mean	\$62.49	Step 2	\$27.27
Median	\$62.91	Median	\$62.66	Step 3	\$28.49
Experienced	\$67.16	Experienced	\$66.90	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 9, pg 46, published by the New Hampshire Department of Employment Security, October 2018. https://www.nhes.nh.gov/elmi/products/documents/wages-all.pdf					

The estimated salary cost difference of this enhancement is:

SFY 2019 through June 30, 2019

Federal	\$ 2,489.40
General	\$ 2,489.40
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	\$ 4,978.80

SFY 2020 Annual Pay 26 Pay Periods


Federal	\$ 10,787.40
General	\$ 10,787.40
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	\$ 21,574.80

SFY 2021 Annual Pay 26 Pay Periods

Federal	\$ 10,787.40
General	\$ 10,787.40
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	\$ 21,574.80

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

Respectfully submitted,



Jeffrey A. Meyers
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 #: Deborah Scheetz, 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

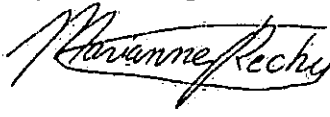
Date

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

Supervisor's Name, Title, Position #: Deborah Scheetz Deputy Medicaid Director, #9U404

Supervisor's Signature

Date Reviewed


SJA

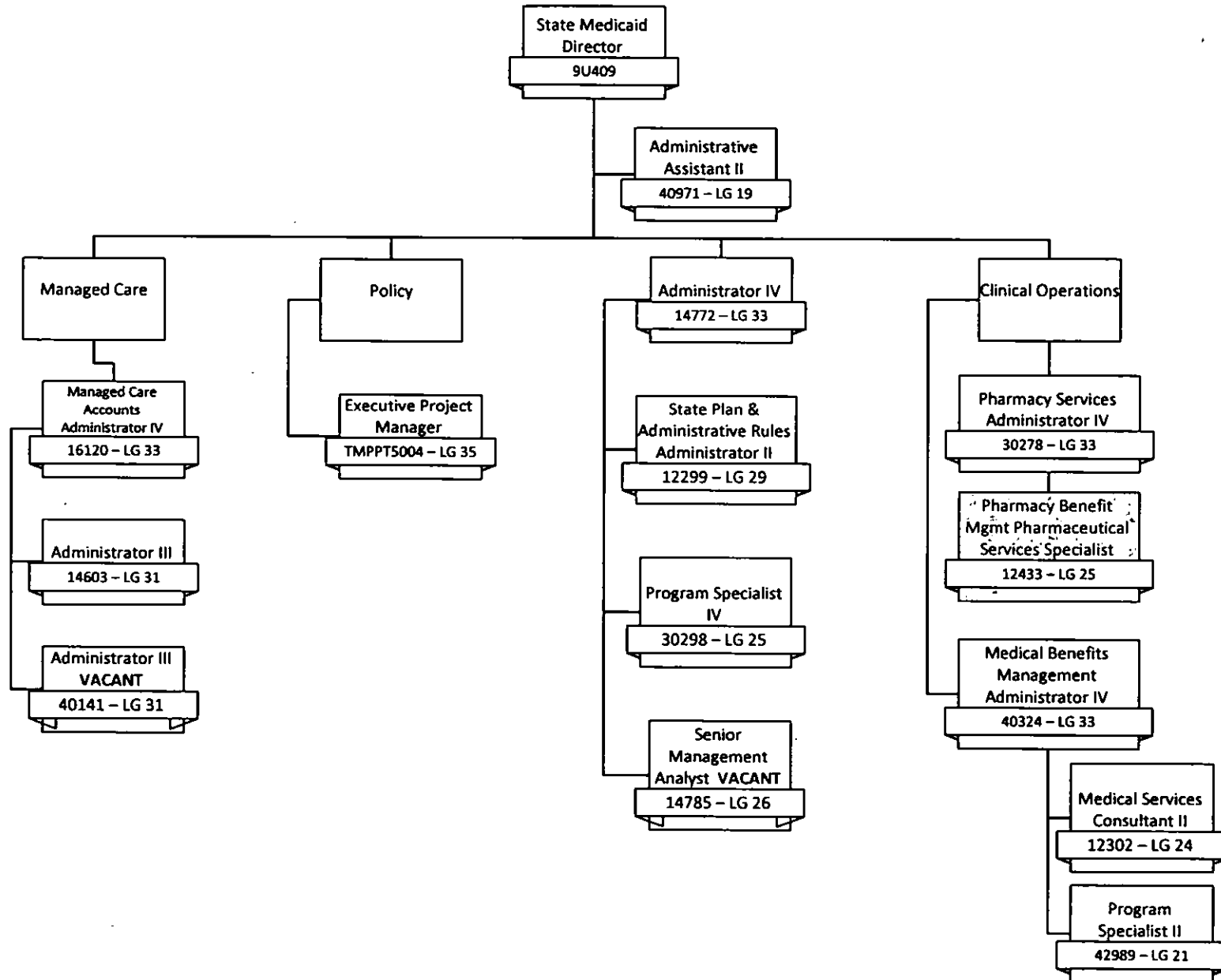
6/14/18

Division of Personnel

Date Approved



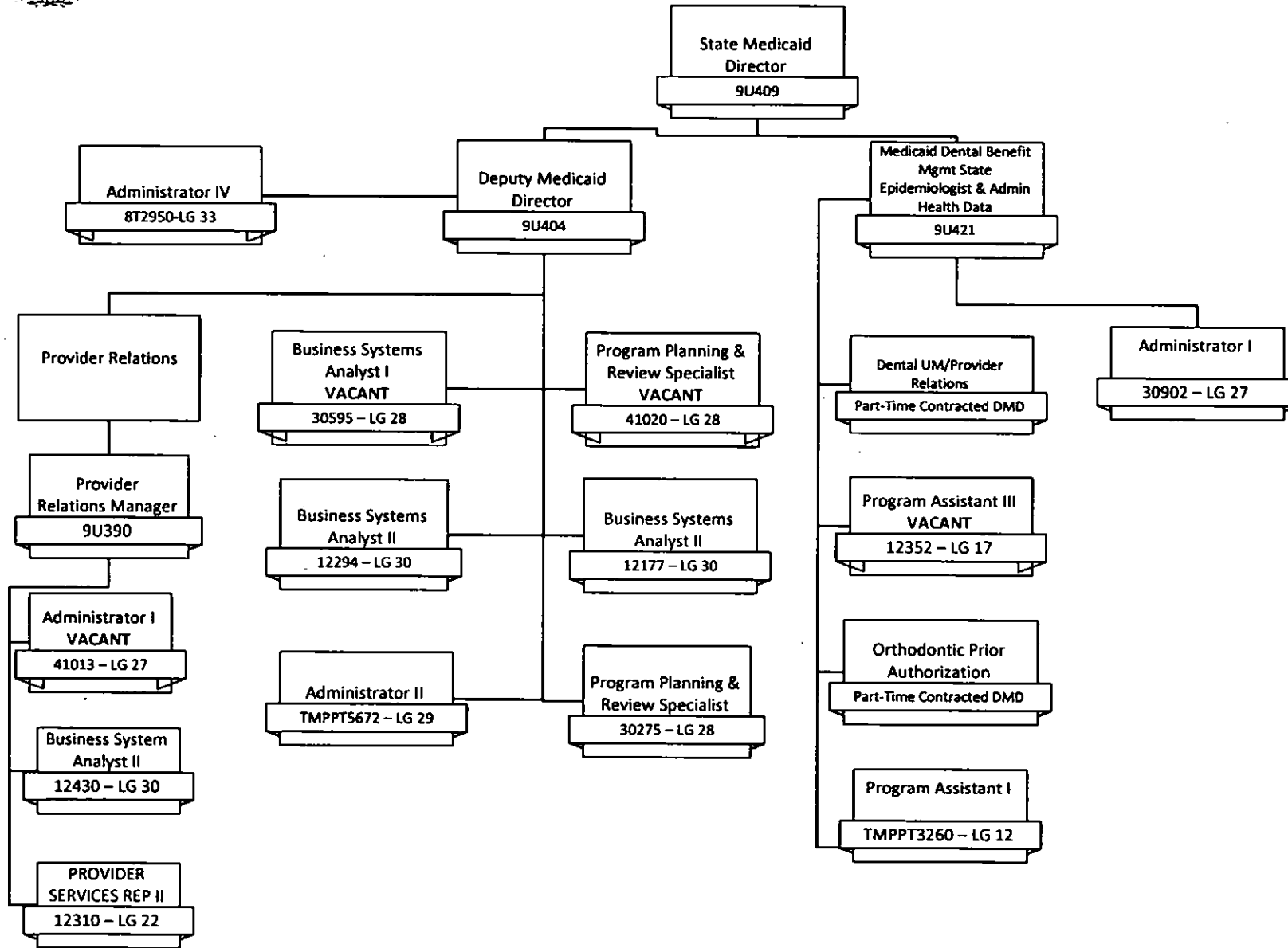
NH Department of Health and Human Services Division of Medicaid Services





NH Department of Health and Human Services

Division of Medicaid Services



	Hourly Salary for LG 25, Step 9	Enhancement Percentage	Hourly Enhancement Amount	Hourly Rate with Enhancement	Enhancement for 7.5 hours (Daily)	
	\$ 36.88	30%	\$ 11.06	\$ 47.94	\$ 82.98	
	Bi Wkly salary for LG 25-9	Enhancement Percentage	Bi-Wkly Enhancement Amount	Bi-Wkly Salary With Enhancement	Enhancement for 6 Pay Periods (SFY 2019)	Enhancement for 26 Pay Periods
	\$ 2,766.00	30%	\$ 829.80	\$ 3,595.80	\$ 4,978.80	\$ 21,574.80

Cost of Enhancement - 6 Pay periods remaining in FY 2019	\$ 4,978.80	Cost of Enhancement - 26 Pay Periods in FY 2018 & 2019	\$ 21,574.80
General Fund Percentage	\$ 2,489.40	General Fund Percentage	\$ 10,787.40
Federal Fund Percentage	\$ 2,489.40	Federal Fund Percentage	\$ 10,787.40

Current Enhancement expires March 14, 2019

7 pay periods remaining in SFY 19.

Division of Personnel approval –received February 11, 2019

From: Jerry, Carol B <Carol.Jerry@das.nh.gov>
Sent: Monday, February 11, 2019 11:09 AM
To: Spring, Laurie <Laurie.Spring@dhhs.nh.gov>
Subject: RE: Request for Continuation of Enhancement: Position #12433, Pharmaceutical Service Specialist

Hi Laurie,

Thank you for submitting your justification letter and supporting wage documentation to continue the 30% enhancement for position #12433, Pharmacy Service Specialist. 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 wage and compensation materials you submitted for pharmacy-related occupations, and find you have met the documentation requirements of the Personnel Rules. Therefore you may proceed to Governor and Council with your request to extend this 30% enhancement, for a period not to exceed 24 months.

Carol

*Carol B. Jerry, Deputy Personnel Director
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