



BRIAN SANDOVAL  
Governor

DAMON HAYCOCK  
Executive Officer

STATE OF NEVADA  
**PUBLIC EMPLOYEES' BENEFITS PROGRAM**

901 S. Stewart Street, Suite 1001

Carson City, Nevada 89701

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PATRICK GATES  
Board Chairman

## Unclassified Job Announcement

### **CHIEF INFORMATION OFFICER**

**Carson City, Nevada**

Salary up to \$106,323 (employee/employer-paid retirement plan)

The Public Employees' Benefits Program is seeking qualified candidates for the position of Chief Information Officer. This is an unclassified, at-will, full-time exempt position that serves at the pleasure of the Executive Officer.

#### **RESPONSIBILITIES INCLUDE:**

- Setting Information Technology (IT) objectives and strategies as well as oversight of all IT data, security and computer operations
- Management of day-to-day operations of the IT department including directing staff, oversight of internal user/desktop support and vendor management/file exchanges
- Develop requirements, budgets, communication and schedules for IT projects
- Manage and prioritize internal and external IT workload
- Development and oversight of data security standards
- Acts as the Information Security Officer (ISO) for the agency

#### **QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field.

**Certification(s):** Information Systems Audit and Control Association (ISACA) Certified Information Security Manager (CISM) or International Information Systems Security Certification Consortium, Inc (ISC<sup>2</sup>) Certified Information System Security Professional (CISSP) certification must be obtained within 12 months of appointment and maintained as a condition of continued employment.

**Experience:** A minimum of seven years of IT experience with a minimum of four years in a supervisory or project manager capacity. Current holders of a CISM is equivalent to two years of experience. Current holders of a CISSP is equivalent of three years of experience. Special areas of experience include:

- IT planning and implementation
- Strong analytical, project management and problem-solving skills
- Experience managing one or more external data processing vendors
- Windows Server and Desktop setup and configuration experience
- MS SQL Server Database Skills – Able to create and modify tables, schemas, and utilize SQL to operate on a database server. SQL to Query, update, delete data records.
- MS SQL Server SSIS Experience – Ability to create, modify and execute SSIS packages.
- OCR/Forms Development Experience – Document management experience
- HIPAA Knowledge and general security principals such as NIST or HITECH
- Working knowledge of networking and server operations (Setup, configuration, Maintenance, patching, backup and recovery)
- VMWare Software
- Virus Scanning and protection
- CRM/Ticketing Experience or knowledge of
- SFTP – Setup and maintenance
- PGP
- Phone System Experience
- PC Support/PC Setup
- Video Conferencing, webinar, audio video solutions
- Web content management systems and mobile technology
- Social media support

**BENEFITS:** The State of Nevada offers a wide array of benefits to employees including paid holidays, annual and sick leave, health coverage, retirement and many other additional options. Benefits include medical, dental, life and disability insurance program; eleven paid holidays a year, three weeks of annual leave; three weeks of sick leave; State retirement system (PERS); a tax sheltered deferred compensation plan available. State employees do not contribute to Social Security, but a Medicare deduction is required. Long-term employees enjoy additional benefits.

**TO APPLY:**

**Submit résumé, cover letter and three professional references to:**

Laura Rich  
 Operations Officer  
 Public Employees' Benefits Program  
 901 South Stewart Street, Suite 1001  
 Carson City, Nevada 89701  
 Telephone: 775-684-7020  
 e-mail: [lrich@peb.state.nv.us](mailto:lrich@peb.state.nv.us)

Résumés must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, and professional references. A criminal history background check is required as a condition of employment. Resumes will be accepted until the position is filled on a first come, first served basis. Hiring may occur at any time during the recruitment process.

**In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.**

***The State of Nevada is an Equal Opportunity Employer.***