



**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR**

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – October 20, 2014

Administrator, Division of Industrial Relations

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed, and serves at the pleasure of the Director, Department of Business and Industry.

THE POSITION:

The Division of Industrial Relations (DIR) an agency of the Department of Business and Industry, is seeking qualified candidates for the position of Agency Administrator. This Division promotes the health and safety of Nevada employees and ensures injured employees receive all benefits to which they are entitled and is comprised of five units: Workers' Compensation, Nevada Occupational Safety and Health Administration (OSHA), Mine Safety and Training Section (MSATS), Safety Consultation and Training Section (SCATS) and the Mechanical Section.

The Agency Administrator oversees and directs each of the five unique units, each with a different mission, statutory construct, and culture. This position requires the ability to provide leadership, judgment and insight to these five units to and through each unit's respective Chief Administrative Office. The ability to learn and understand different disciplines, to deal with multiple and often unrelated issues on a daily basis, to effectively delegate responsibility and to monitor such delegation, and to bring together different management styles are necessary qualities for the success of the Agency and Administrator. The Administrator reports to, and works with, the Director of the Department of Business and Industry.

The Division maintains offices in Carson City, Henderson, and Reno, with additional offices for the Mine Safety and Training Section in Elko, Tonopah, and Winnemucca.

TO QUALIFY:

Preference will be given to applicants with a Bachelors' degree from an accredited college or university and/or at least (5) years experience in regulatory work, public administration, business administration or an equivalent combination of education and experience on a year for year basis.

Successful applicants will demonstrate the following:

- Knowledge of local, state, and federal laws and regulations; of business and management principles involved in strategic planning, resource allocation, and leadership techniques; of accounting,

budgeting and financial principles; and of the principles and practices of public administration, management and personnel.

- Ability to identify, analyze, resolve issues and problems and ensure implementation of administrative directives, guidelines and policies.
- Ability to direct multiple programs involving multi-disciplinary staff.
- Effective communication of ideas and principles through public speaking and concise written documents.
- Knowledge of legislative processes including providing testimony to State and Federal legislatures on legislation.
- Ability to represent the Director of Business and Industry as directed and serve as principal advisor to the Director on Divisional related duties as assigned.
- Experience working with various public and private stakeholders and soliciting their input before implementing Agency regulations and laws.

A pre-employment criminal history check and fingerprinting, and a background investigation are required. Persons offered employment in this position will be required to pay for these items.

APPLICATION:

Please submit a detailed resume that includes a description of your experience with the following:

- Fiscal Analysis and Budget Development
- Program Development and Oversight
- Legislative and Regulatory Experience
- Written and Oral Communication Skills, including report preparation and oral presentation

POSITION LOCATION: TBD – Reno, Carson City or Las Vegas

APPROXIMATE ANNUAL SALARY:

Up to \$107,465.00 plus benefits * (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2011 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.) All submittals shall include a cover letter and resume.

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Department of Administration – HR Services

Attn: Hope DiBartolomeo

555 E. Washington Ave, Suite 1400

Las Vegas, Nevada 89101

702-486-5413 or email: dibart@admin.nv.gov

In subject line please reference: **Administrator, Division of Industrial Relations**

The State of Nevada is an Equal Opportunity Employer.