



DEPARTMENT OF HEALTH & HUMAN SERVICES  
DIRECTOR'S OFFICE  
4126 Technology Way, Suite 100  
Carson City, Nevada 89706  
Telephone (775) 684-4000 • Fax (775) 684-4010

**ADMINISTRATOR**  
**DIVISION OF HEALTH CARE FINANCING AND POLICY**  
**CARSON CITY**  
**Salary to \$118,200 (employee-employer-paid retirement plan)**

The Department of Health and Human Services (DHHS) is seeking qualified candidates for the position of Administrator, Division of Health Care Financing and Policy. The incumbent reports to the Director, DHHS and provides leadership, direction, and executive oversight of the State's Medicaid agency. Responsibilities include administration and oversight of all aspects of the provision of medical care and other services in accordance with the State Plan for Medicaid and the Children's Health Insurance Program. This includes the benefit plan, program services, quality of care, provider payments, hospital reporting and cost containment, procurement and administration of contracts, policy development and compliance, program integrity, fiscal oversight, federal revenue maximization and information technology systems. The division has an annual operating budget of approximately \$3.4 billion and employs approximately 280 staff. This is an unclassified position and serves at the pleasure of the Director, DHHS. Statewide travel is required.

**Qualifications:** A Bachelor's degree or Master's degree from an accredited college or university with major course work in health care administration, business administration, public administration or other related field and a minimum of five years executive or managerial experience which included at least one year of experience related to Medicaid and:

- Demonstrated, successful experience in the financing of health care or other public programs
- Demonstrated knowledge of federal and state laws related to Medicaid, health insurance and health care financing
- Demonstrated experience working with the Centers for Medicare and Medicaid services
- Demonstrated knowledge of the Affordable Care Act and its impact on the State's Medicaid program
- Demonstrated knowledge of the health care environment nationally and locally
- Demonstrated experience in public administration to include policy development, human resources management and administration of a large, complex budget
- Demonstrated experience with the legislative process to include presentation of budgets and proposed legislation

- Strong analytical, project management, financial management and problem-solving skills
- Excellent management and interpersonal skills
- Excellent written communication and public speaking skills
- Demonstrated experience successfully managing dynamic and differing needs and viewpoints of multiple stakeholders
- Demonstrated experience collaborating with governmental and private entities to develop and/or implement programs and policies

**LOCATION:** The position is located in Nevada's capital, Carson City, with a population of 55,000. Carson City, located in Northern Nevada, is in close proximity to Reno, Lake Tahoe, and the Sierra Nevada mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, fishing and hunting.

**BENEFITS:** Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

**TO APPLY:**

Submit résumé to: Karen Masters  
Deputy Director, Administrative Services  
Nevada Department of Health & Human Services  
4126 Technology Way, Suite 100  
Carson City, NV 89706  
Telephone: 775-684-4012  
e-mail: [kmasters@dhhs.nv.gov](mailto:kmasters@dhhs.nv.gov)

**Résumé 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, at the candidate's cost, is required as a condition of employment.

**SELECTION PROCESS:** Application materials will be screened and those candidates deemed most qualified will be invited to interview.

**ANNOUNCEMENT OPEN UNTIL RECRUITMENT NEEDS ARE SATISFIED.**

NV ADMINISTRATOR, DIVISION OF HEALTH CARE FINANCING & POLICY  
SUPPLEMENTAL QUESTIONNAIRE

YOUR NAME: \_\_\_\_\_

YOUR CURRENT OR MOST SIGNIFICANT EMPLOYER RELATED TO HEALTH CARE  
FINANCING OR HEALTH CARE ADMINISTRATION: \_\_\_\_\_

\_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_

THE TITLE OF THE PERSON YOU REPORT TO: \_\_\_\_\_

YOUR ANNUAL BASE SALARY: \_\_\_\_\_

TOTAL NUMBER OF STAFF IN THE ORGANIZATION: \_\_\_\_\_

TOTAL NUMBER OF STAFF THAT REPORT DIRECTLY TO YOU: \_\_\_\_\_  
INDIRECTLY TO YOU \_\_\_\_\_

JOB TITLES OF STAFF THAT REPORT TO YOU:

DOLLAR AMOUNT OF ORGANIZATIONAL BUDGET FOR WHICH YOU ARE  
RESPONSIBLE, IF ANY: \$\_\_\_\_\_

FUNDING SOURCES FOR THE BUDGET:

FUNCTIONAL AREAS OF THE ORGANIZATION FOR WHICH YOU ARE RESPONSIBLE  
TO ADMINISTER:

DESCRIBE THE EXTENT OF YOUR KNOWLEDGE OF HEALTH CARE FINANCING  
AND THE MEDICAID PROGRAM TO INCLUDE WHERE YOU ACQUIRED THIS  
KNOWLEDGE:

WHY DO YOU BELIEVE YOU ARE QUALIFIED TO LEAD THE DIVISION OF HEALTH  
CARE FINANCING & POLICY?