STATE OF NEVADA
PUBLIC EMPLOYEES' BENEFITS PROGRAM
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Governor

KATERI CARRAHER
Interim Executive Officer

LEO M. DROZDOFF, P.E.
Board Chairman

UNCLASSIFIED JOB ANNOUNCEMENT
Posted – April 10, 2015

Public Employees' Benefits Program Executive Officer

Recruitment Open To:

This is an open, competitive recruitment, open to all qualified applicants. This is an unclassified position that serves at the pleasure of the PEBP Board and is subject to approval by the Governor.

Agency Responsibilities:

The Public Employees' Benefits Program (PEBP) oversees the administration of the self-funded Consumer Driven Health Plan (CDHP), which includes medical and prescription drug benefits and dental benefits. PEBP also offers its participants the option of enrolling in a fully insured Health Maintenance Organization (HMO) plan. Medicare Parts A and B retirees are transitioned to an Individual Medicare Exchange program.

PEBP covers eligible state employees, certain non-state local government agencies, eligible employees of the Nevada System of Higher Education, and members of the Nevada Senate and Assembly. Dependents of the above mentioned groups may also be covered. The total enrollment in all PEBP plans is approximately 66,000 participants who reside in Nevada and outside Nevada.

PEBP is governed by a ten member board. All members are appointed by the Governor.
For more information on PEBP visit the website at www.pebp.state.nv.us.

Approximate Annual Salary:

Up to $123,783 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 of Nevada has an excellent benefit package that includes a public employees' retirement plan, health, vision, dental, life and disability insurance, 11 paid holidays, and paid

sick leave and annual leave. Other employee-paid benefits such as a deferred compensation plan are available.

Position Description:

Reports To: The PEBP Board.

The Executive Officer is responsible for providing guidance and recommendations to the PEBP Board regarding strategic planning, plan design, contribution/rating methodologies, Program budget, participant concerns and other policy matters. This position is responsible for the overall, high level management of a staff of 30 which includes customer service, accounting, quality control and information technology services for the Agency. The Executive Officer is required to oversee PEBP operations, including but not limited to:

- Fiscal oversight of PEBP and its related budget responsibilities.
- Working in partnership with PEBP's contracted actuary/consultants/third party administrator to provide Board reporting on annual rate setting that is actuarially sound and aligns Board direction with state budget constraints.
- Oversight of Agency personnel, operations and vendor relations.
- Interpretation and implementation of all Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) in performing all functions of the Agency.
- Representing the Agency to all branches of State government and all Program stakeholders.
- Providing the Board with detailed reporting on plan status, benefit design, compliance with federal and state mandates and the fiscal performance of the plans, on a regular basis and in accordance with Nevada Open Meeting Law.
- Representing the Agency at legislative and budget hearings; providing legislative testimony; and reporting outcomes and potential plan impacts to the Board.

To Qualify:

Education and Experience (required at time of application):

- Be a graduate of a 4-year college or university with a degree in business administration or public administration or an equivalent degree, as determined by the Board (per NRS 287.0424);
- Possess at least 5 years' experience in a high-level administrative or executive capacity in the field of insurance, management of employees' benefits or risk management, including, without limitation, responsibility for a variety of administrative functions such as personnel, accounting, data processing or the structuring of insurance programs (per NRS 287.0424);
- Demonstrated effective leadership and communications skills (oral & written), including public speaking experience;
- Demonstrated successful staff supervision and staff development; and
- Demonstrated ability to work with and effectively interact with a wide variety of constituencies (e.g. retirees, legislators, active employee groups, Governor & staff, etc.).

Base Knowledge, Skills and Abilities (preferred at time of application):

- Management experience in the public sector.
- Benefits Specialist certification from the International Foundation for Employee Benefit Plans or similar program.
- Experience working effectively with an appointed Board of Directors.
- Experience testifying before a legislative body.

The best candidates will be knowledgeable of healthcare program administration and possess a working knowledge of budgeting and rate setting processes. Candidates must be excellent communicators with the PEBP Board, PEBP participant stakeholder groups, the Governor, legislators, and vendor representatives. The best candidates will also have experience working with both active employee and retiree groups.

Persons offered employment in this position must submit to a pre-employment criminal history check and fingerprint background investigation.

Position Location:
Carson City, Nevada

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.)

Applicants must submit a resume and a detailed letter of interest to the Public Employees' Benefits Program at the following address:

State of Nevada Public Employees' Benefits Program
Agency HR Services
Attention: Leo Drozdoff, Board Chairman
100 N. Stewart Street, Suite 230
Carson City, NV 89701
775-684-0201
775-687-1150 (fax)
ldrozdoff@dcnr.nv.gov

Applications will be screened for minimum qualifications and experience. The PEBP Board Chairman will select the top 3-5 candidates to be interviewed. *Final interviews will be conducted in an open forum during a public Board meeting.* Information submitted by applicants may become public at that time.

Letter of Interest: Address each of the following topics in a letter of interest, to accompany your resume. Please be thorough but concise:

1. Describe your professional experiences working with a diverse stakeholder group. Specifically, include your experience with any benefit program board of directors, active employee program members, retired program members, state legislative bodies and other elected officials.
2. Describe your communication style with each of the following:
    a. Executive management team members and other professional staff;
    b. Program Board of Directors;
    c. Elected officials; and
    d. Other member constituencies.
3. Describe your budgetary and financial management experience for self-insured benefit programs in a public (i.e. state or local government) setting.
4. Describe the approach you would take in working with the PEBP Board to set benefit plan design priorities.
5. Please include a description of your management and leadership style, along with recent successes and why they were successes.
6. Describe your philosophy on the development of staff and the successes you have had with this approach.

The State of Nevada is an Equal Opportunity Employer.