

**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR****UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – October 1, 2013

Deputy Director - Administration**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. Résumés will be accepted until the position is filled. All résumés will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process. This position is appointed by and serves at the pleasure of the Director of the Department of Business and Industry.

AGENCY RESPONSIBILITIES:

The Department of Business and Industry is a diverse organization that is comprised of 14 unique divisions: Athletic Commission, Attorney for Injured Workers, Dairy Commission, Employee Management Relations Board, Financial Institutions Division, Housing Division, Division of Industrial Relations, Division of Insurance, Labor Commissioner, Manufactured Housing Division, Real Estate Division, Taxicab Authority, Nevada Transportation Service Authority, and Mortgage Lending Division. The Department's mission is to encourage and promote growth and development of business within the State of Nevada, while protecting the public through fair and consistent regulation of business and industrial enterprises in accordance with Nevada Revised Statutes.

APPROXIMATE ANNUAL SALARY:

Up to \$81,584 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.

POSITION DESCRIPTION:

This position reports to Director of the Department of Business and Industry. The Deputy Director of Administration functions out of the Director's office and works closely with the Director and Deputy Director of Programs in providing leadership and support to all of the Divisions within the Department. This position is responsible for working closely with Division Administrators, Division of Human Resource Management, Attorney General's Office and others as required. This position will be the primary contact for all human resources and personnel issues impacting the

Department including, tracking and responding to grievances, assisting in reclassification issues, testifying at the Personnel Commission, and working with Divisions and the Division of Human Resource Management on any other human resources and personnel issues. Additionally, this position will assist in the formulation, development and monitoring of comprehensive agency and/or program budgets; solving fiscal issues impacting the Department; will research and compile information regarding proposed purchases, expenditures and contracts; prepare and present oral and written justifications for budget proposals or legislation to the Legislature or other State bodies; compare expenditures against spending authority; approve transactions; develop revenue and expenditure forecasts by analyzing historical fiscal data and trends and assessing program needs. This position is will also ensure that all divisions within the department are adhering to departmental policies relating to administration, these include: personnel, fiscal, information technology, and other related administrative functions, and will take a leadership role in developing consistent and effective policies and practices across the divisions.

QUALIFICATIONS/REQUIREMENTS:

- At least five years of progressively responsible experience in management and administration, preferably in personnel or human resources management;
- Four-year college degree in business or public administration, economics, political science, human resources management, or related field, or management equivalent;
- Proven ability to read, analyze and interpret policies and procedures, statutes and regulations.

POSITION LOCATION/TRAVEL: Carson City, Nevada. Periodic in-state travel required.

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.

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Department of Administration

HR Services

Attn: Gennie Hudson

100 N. Stewart St., Ste. 230

Carson City, NV 89701

775-684-0247

ghudson@admin.nv.gov

In subject line please reference: **Deputy Director, B&I**

The State of Nevada is an Equal Opportunity Employer.