



**STEVE SISOLAK**  
Governor

**LAURA FREED**  
Board Chair



STATE OF NEVADA  
**PUBLIC EMPLOYEES' BENEFITS PROGRAM**  
901 S. Stewart Street, Suite 1001 | Carson City, Nevada 89701  
Telephone 775-684-7000 | 1-800-326-5496 | Fax 775-684-7028  
[www.pebp.state.nv.us](http://www.pebp.state.nv.us)



ACCREDITED  
CORE  
Expires 04/01/2021

**LAURA RICH**  
Executive Officer

**Unclassified Job Announcement**  
**Posted October 2, 2020**  
**Updated October 8, 2020**

**CHIEF INFORMATION OFFICER**  
**Carson City, Nevada**

Salary up to \$112,798 (employee/employer-paid retirement plan effective July 1, 2019)

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 and agency needs
- Manage and prioritize internal and external IT workload
- Development and oversight of data security standards
- Vendor negotiations and IT architecture
- Establish IT policies and procedures
- Acts as the Information Security Officer (ISO) for the agency
- Development and execution of disaster recovery and business continuity
- Involved in long-term strategic planning for the agency
- Create business value through technology and the leveraging of existing State resources

**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.

**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 writing and communication skills
- Strong analytical, project management and problem-solving skills
- Budgeting skills
- Solid experience and knowledge of functional tools and infrastructure
- Experience managing external data processing vendors
- Windows Server and Desktop setup and configuration 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)
- SFTP – Setup and maintenance
- Phone System Experience
- PC Support/PC Setup
- Video Conferencing, webinar, audio video solutions
- Web content management systems and mobile technology

**A criminal history background check is required as a condition of employment.**

#### **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.

The salary reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.

#### **TO APPLY:**

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

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

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.

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.

Letters of interest and resumes will be accepted until the position is filled.

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*