Brian Sandoval
Governor

Patrick Cates
Director

Lee-Ann Easton
Deputy Director

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE

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UNCLASSIFIED JOB ANNOUNCEMENT

Division Administrator, Division of Human Resource Management

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POSTED: February 29, 2016

POSITION LOCATION:
Carson City, Nevada

RECRUITMENT OPEN TO:
All qualified applicants. This position is appointed by and serves at the pleasure of the Director of Administration. This position may be filled at any time during the recruitment process.

APPROXIMATE ANNUAL SALARY:
Up to $108,540 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).

TRAVEL:
Statewide and out of state travel is required.

BENEFITS:
The State benefits package includes a defined benefit retirement plan, medical, dental, vision, life and disability insurance; 11 paid holidays, and paid sick and annual leave. A tax-sheltered deferred compensation plan is available. Please see informational links below to learn more about benefits.

POSITION DESCRIPTION:
The Administrator for the Division of Human Resource Management (DHRM) oversees all Administrative, staffing and technical activities of the division and works closely with the State Personnel Commission on all matters of personnel administration. Applies and carries out the provisions of chapter 284 of the Nevada Revised Statutes and regulations adopted pursuant to Nevada Administrative Code. Establish the objectives for the division in terms which are specific, measurable and conducive to reliable evaluation, developing plans for accomplishing those objectives. In cooperation with appointing authorities and others, foster and develop programs for improving effectiveness and morale of employees in state government.

Additionally, the ideal candidate for this position will do the following:

- Set strategic priorities for DHRM in consultation with the Commission and agency leaders

- Assemble and retain high performing staff, establish scope of responsibilities, facilitate cooperation on cross-divisional and when necessary cross-agency policy and operational initiatives and provide guidance and feedback
- Build and manage external relationships essential to the success of DHRM to include high-level state leaders, outside stakeholders, employee associations and key vendors
- Excellent management and interpersonal skills to foster a team environment
- Excellent written communication skills and effective public speaking skills
- Demonstrated creative policy-making and problem solving skills
- Ability to successfully manage the dynamic and differing needs, interests and viewpoints of multiple stakeholders

TO QUALIFY:
The candidate selected for this position must have a comprehensive knowledge of the principles and practices of personnel administration; a working knowledge of job and salary classification methods; an extensive knowledge of the organization and operations of state departments, agencies and institutions, and of statutes and regulations concerning government personnel; an extensive knowledge of principles of public organization and administration; administrative ability in the direction of staff analyses of government salaries and positions, and in the maintenance of effective working relationships with all state officials concerned with personnel; ability to organize and present clearly oral and written reports of findings and recommendations; additionally, the successful candidate will possess a Bachelor's degree and a minimum of 5 years of increasing responsible professional level experience in Human Resources; or an equivalent combination of education and experience.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL 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 RESUMES/DIRECT INQUIRIES TO:

Department of Administration
Director's Office
Attn: Lee-Ann Easton, Deputy Director
515 East Musser Street, Third Floor
Carson City, NV 89701
leaston@admin.nv.gov

In subject line please reference: **Division Administrator, DHRM**

INFORMATIONAL LINKS

For more information about state employment and available benefits, visit the following websites:
Division of Human Resource Management: http://hr.nv.gov
Public Employees Retirement System: http://www.nvpers.org
Public Employees Benefits Program: http://pebp.state.nv.us
Nevada Deferred Compensation Program: http://defcomp.nv.gov/

The State of Nevada is an Equal Opportunity Employer