



BRIAN SANDOVAL
Governor

STATE OF NEVADA
DEPARTMENT OF HEALTH & HUMAN SERVICES
DIVISION OF WELFARE & SUPPORTIVE SERVICES

1470 College Parkway
Carson City, NV 89706
(775) 684-0500

RICHARD WHITLEY
Director

STEVE H. FISHER
Administrator

DEPUTY ADMINISTRATOR
DIVISION OF WELFARE AND SUPPORTIVE SERVICES
Statewide
Salary to \$108,540 (employee-employer-paid retirement plan)

The Department of Health and Human Services is seeking qualified candidates for the position of Deputy Administrator, Division of Welfare and Supportive Services (DWSS). This is an unclassified position within Nevada State Government and is appointed by and serves at the pleasure of the Administrator of the Division of Welfare and Supportive Services. This position may be located in Carson City or Las Vegas, Nevada, depending upon the needs of the Division and the candidate selected.

The incumbent will:

Plan, organize, direct, control and evaluate the operation of the Division's Child Support Enforcement program, State Collections and Disbursement unit, Child Care Development Fund, Investigation and Recovery Unit, and Program Review and Evaluation unit.

Ensure compliance with federal and state laws and regulations, federal sanction levels on programs, and that quality services are provided efficiently; keep abreast of changing state and federal laws and regulations, and social, economic and demographic trends in order to adjust programs or develop new programs as needed.

Establish program goals and objectives which incorporate the mission and priorities of the Division and recommendations of program chiefs and managers.

Coordinate program planning, development, and implementation within the agency through joint planning with deputy administrators, program chiefs, and representatives of other divisions, and by identifying parameters and priorities for subordinates.

Oversee the development and maintenance of management information systems to ensure the availability of current information regarding program and field office operations.

Direct and supervise program chiefs responsible for Child Support Enforcement, Child Care, Investigation and Recovery, State Collections and Disbursement, and Program Review and Evaluation to accomplish established goals and objectives; interview and hire candidates; delegate assignments and responsibilities; provide guidance, motivation and training; evaluate performance and initiate disciplinary action.

Monitor program and field office operations through on-site visits, reviewing management information reports, quality control findings, and program and management evaluation reports; initiate and monitor the results of corrective action plans; ensure field offices are organized and staffed appropriately; ensure program personnel are utilized effectively;

"Working for the Welfare of ALL Nevadans"

and provide guidance to program chiefs with regard to disciplinary actions and other personnel issues.

Allocate new positions among offices based on program requirements, caseloads, and staffing standards; move staff among offices as necessary; utilize staff from other units to reduce the effect of staff shortages on program operations; identify training needs and provide for appropriate training.

Participate in the development of program and operating budgets and monitor approved budgets; direct program staff to provide estimates of costs associated with implementing new or revised federal programs, regulations, and program options for inclusion in the agency budget; monitor spending to ensure budget authority is not exceeded; and work with staff to develop alternatives and recommendations for program operations if funding shortfalls occur.

Serve as a representative of the agency at meetings with other social service organizations and agencies, community groups and individuals; prepare and present testimony to the legislature; respond to requests for information from the media; and work with federal officials to resolve major program or compliance issues.

Act on behalf of the administrator as requested or assigned.

Coordinate with various state and government agencies and stakeholders. Represent the Division before various groups and committees. The Division has a biennial budget of approximately \$320 million and employs 2100 staff. Statewide travel is required.

QUALIFICATIONS: A Bachelor's degree or Master's degree with major course work in business administration, public administration, a field of social science or related field and a minimum of three years of managerial experience which included strategic planning; project and program management; management of a complex budget; research and policy development; supporting legislation, programs and budgets before legislators; management of supervisory staff; OR an equivalent combination of education and experience.

LOCATION: This position may be located in Carson City or Las Vegas depending on the candidate selected for this position.

BENEFITS: Excellent benefits package including health, dental and vision insurance, life and disability insurance programs, Public Employees Retirement Plan, three weeks paid vacation, three weeks sick leave, eleven paid holidays and no state, county, city or social security tax!

RESUMES WILL BE ACCEPTED UNTIL: Recruitment Needs are Satisfied

TO APPLY:

Submit resume to: Renee Depaoli
Personnel Officer
Division of Welfare and Supportive Services
1470 College Parkway
Carson City, NV 89706
Telephone: 775-684-0641
E-mail: rmdepaoli@dwss.nv.gov

Resume 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. Please complete attached supplemental questionnaire. A criminal history background check is required as a condition of employment.

NV DEPUTY ADMINISTRATOR, DIVISION OF WELFARE AND SUPPORTIVE SERVICES
SUPPLEMENTAL QUESTIONNAIRE

YOUR NAME: _____

YOUR CURRENT OR MOST SIGNIFICANT EMPLOYER RELATED TO MANAGERIAL EXPERIENCE WITH STRATEGIC PLANNING, PROJECTS AND PROGRAMS, BUDGETS, LEGISLATION, POLICY DEVELOPMENT, AND RESOURCES: _____

YOUR JOB TITLE: _____

THE TITLE OF THE PERSON YOU REPORT TO: _____

APPROX. POPULATION OF THE AREA SERVED BY THE ORGANIZATION:

APPROX. NUMBER OF INDIVIDUALS SERVED BY THE ORGANIZATION:

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:

WHY DO YOU BELIEVE YOU ARE QUALIFIED TO LEAD THE DIVISION OF WELFARE'S CHILD SUPPORT ENFORCEMENT PROGRAM, STATE COLLECTIONS AND DISBURSEMENT UNIT, CHILD CARE PROGRAM, INVESTIGATION AND RECOVERY UNIT, AND PROGRAM REVIEW AND EVALUATION UNIT?

08/2015