



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF HEALTH CARE FINANCING AND POLICY
1100 East William Street, Suite 101
Carson City, Nevada 89701
Telephone (775) 684-3676 • Fax (775) 687-3893
<http://dhcfp.nv.gov>

DEPUTY ADMINISTRATOR
Division of Health Care Financing and Policy
Salary to \$110,711 (Employee/Employer-Paid Retirement Schedule)

The Division of Health Care Financing and Policy (DHCFP) is seeking qualified applicants for the position of Deputy Administrator for the Division. This is a full-time, exempt, unclassified position.

The mission of DHCFP is to purchase and provide quality health care services to low-income Nevadans in the most efficient manner; promote equal access to health care at an affordable cost to the taxpayers of Nevada; restrain the growth of health care costs; and review Medicaid and other state health care programs to maximize potential federal revenue.

THE POSITION: Under the general direction of the Division Administrator, this position is responsible for directing the planning, development, implementation and evaluation of a comprehensive, effective and efficient benefit package that conforms to the Medicaid statute. The position provides leadership and oversight to the Long Term Support Services, Policy Development and Program Management, Managed Care & Quality, District Offices, Program Research and Development and Rate Development units.

Responsibilities include serving as a representative of the division and a liaison with a variety of organizations, groups and individuals including preparing and presenting testimony on Medicaid and related health care bills to the legislature. This includes presenting issues at public hearing, providing information to the media; serving on boards and commissions to represent Medicaid issues and coordinate Medicaid with other programs; meeting with health care providers and organizations to obtain their recommendations and resolve issues pertaining to the program and becoming an active defendant in legal actions concerning Medicaid.

POSITION LOCATION: Carson City, Nevada

Nevada's state capital is in close proximity to Reno, Lake Tahoe and the Sierra Nevada mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, fishing and hunting and the area blends a mix of old-fashioned charm and history with modern cultural opportunities. See more at: <https://travelnevada.com/regions/northwestern/carson-city>

BENEFITS: Medical, dental, vision care, life and disability insurance program; paid holidays; generous leave benefits and contribution to the secure defined-benefit retirement plan (NV PERS). State employees do not contribute to Social Security. Long-term employees enjoy additional benefits. For additional information, please visit the Nevada Division of Human Resource Management at <http://hr.nv.gov/>, the Nevada Public Employees Benefits at <http://pebp.state.nv.us/>, and the Public Employees Retirement System of Nevada at <http://nvpers.org/>.

POSITION REQUIREMENTS: A Bachelor's degree from an accredited college in a field of social science or health, human services, public or business administration or a closely related field, or a related field and a minimum of four years of managerial experience which included experience in planning, administering and evaluating a comprehensive human services program, collaborating with governmental and private entities and stakeholders; representing agency interests before a variety of entities; supervision and training of supervisory and professional staff; developing and administering a complex budget; interpreting federal and state laws and regulations; OR an equivalent combination of education and experience.

The candidate must have strong written and verbal communication skills, including public speaking ability, excellent organizational skills, the capacity to establish successful interpersonal relationships and teamwork. Ideally, the successful candidate will have demonstrated experience financing of health care or other public programs; working with the Centers for Medicare and Medicaid services; public administration, including policy development, program oversight, human resources management and administration of a large, complex budget; and the legislative process, including presentation of budgets and proposed legislation. Demonstrated knowledge of federal and state laws related to Medicaid, health insurance and health care financing, the Affordable Care Act and its impact on the State's Medicaid program, as well as knowledge of the health care environment nationally and locally are also desirable.

Persons offered employment in this position must submit to a State of Nevada/FBI fingerprint criminal history check.

This position will require statewide and national travel.

TO APPLY: Please submit a detailed resume and a cover letter which addresses your qualifications for the position. Resume must include a detailed description of your employment history including names and addresses of employers, reasons for leaving, duties, number and level of staff supervised, budget responsibilities including dollar amount, salary history and professional references.

SUBMIT COVER LETTER AND RESUME /DIRECT INQUIRIES TO:

Suzanne Webb, Personnel Analyst

Division of Health Care Financing and Policy, Human Resources Unit

1100 E William St, Suite 101, Carson City, Nevada 89701

Ph: (775) 684-3688; Fax: (775) 684-3618

scwebb@dhcfp.nv.gov

Applications will be accepted until recruitment needs are satisfied. Qualified individuals are encouraged to submit applications as early as possible as this announcement may close at any time without notice.