

STATE OF NEVADA

BRIAN SANDOVAL
Governor

RICHARD WHITLEY, MS
Director



CODY L. PHINNEY, MPH
Administrator

TRACEY D. GREEN, MD
Chief Medical Officer

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**
4150 Technology Way, Suite 300
Carson City, Nevada 89706
Telephone: (775) 684-4200 · Fax: (775) 684-4211

**DEPUTY ADMINISTRATOR, REGULATORY & PLANNING SERVICES
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
Salary up to \$108,540 (employee/employer-paid retirement schedule)**

Under the general direction of the Division Administrator, the incumbent provides leadership and oversight over the regulatory and planning services in the Division including the Bureau of Health Care Quality and Compliance and the Bureau of Preparedness, Assurance, Inspections and Statistics. The incumbent participates in ensuring compliance with Federal and State laws, regulations and policies; monitors Division operations through review of management information, quality assurance and program evaluation reports and on-site visits; monitors corrective action plans, participates in the research and development of program legislation and program initiatives; develops comprehensive reports and recommendations; provides testimony before committees, boards and the legislature; participates in the development and monitoring of operating budgets; provides guidance to agency administrators regarding licensing, regulation enforcement and education, health planning, and health resource issues. Coordinates with and represents the Division's interests to a variety of public and private agencies, advisory boards, committees and stakeholders; provides administrative direction and supervision to assigned staff.

This is an unclassified position and serves at the pleasure of the Division Administrator, Division of Public and Behavioral Health. Statewide travel is required.

QUALIFICATIONS: A Bachelor's degree or Master's degree with major course work in public health, health services administration, psychology, social work, business administration, public administration, 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.

LOCATION: The position is located in Carson City, Nevada.

Division of Public and Behavioral Health:

"To protect, promote and improve the physical and behavioral health of the people in Nevada."

BENEFITS: Benefits include: medical, dental, life and disability insurance programs; participation in the Public Employee's Retirement plan (PERS); 11 paid holidays each year; accrual of three weeks annual leave and three weeks of sick leave each year.

TO APPLY:

Submit cover letter and resume to: Susie Bargmann, Personnel Officer 3
Division of Public and Behavioral Health/Administration
4150 Technology Way, Suite 300
Carson City, NV 89706
Telephone: 775-684-5972
e-mail: sbargmann@health.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. A criminal history background check is required as a condition of employment.

Note to applicant: 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.

Resume's will be accepted until October 14, 2015 or until this recruitment is satisfied.

SUPPLEMENTAL QUESTIONNAIRE

**DEPUTY ADMINISTRATOR, REGULATORY & PLANNING SERVICES
Division of Public and Behavioral Health**

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 PUBLIC AND BEHAVIORAL HEALTH'S REGULATORY AND PLANNING SERVICES?