



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0124

Division Deputy Administrator – HR Management
Full-Time, Unclassified Position

Annual Salary: Up to \$88,651 (Employee/Employer paid Retirement)
An Employer-Paid contribution plan is available with a reduced annual salary

- **Recruitment open to:** All qualified persons
- **Location:** Carson City, Nevada
- **Applications Accepted:** Until recruitment need is satisfied
- **Benefits:** Paid medical, dental and vision care; life and disability insurance, eleven paid holidays; 15 days paid each of vacation and sick leave; State retirement system (Nevada PERS); and a tax deferred compensation plan available. State employees do not contribute to Social Security, but do contribute a small percentage to Medicare.

The Position

The Division Deputy Administrator position is part of the Division of Human Resource Management's management team.

Under general administrative direction of the Division of Human Resource Management Administrator, incumbent trains, supervises and evaluates the performance of three Supervisory Personnel Analysts and functions as the manager of the Compensation, Classification and Recruitment Section.

Manages statewide compensation and classification plans to include development of compensation policies and benefit surveys, oversight of individual classification studies and class specification maintenance studies.

Manages statewide recruitment and retention activities to include oversight in the areas of recruitment, testing, consultation, layoff implementation, and community relations.

Oversees and participates in interpreting and applying laws and regulations pertinent to compensation, classification and recruitment.

Testifies or makes presentations before the Personnel Commission, Employee Management Committee, Hearings Officers, the Legislature, and other legislative bodies as required.

Participates in the preparation and monitoring of the Section's biennial budget.

To Qualify

Bachelor's degree from an accredited college or university in public or business administration, psychology, human resources management, or related field and five years of progressively responsible professional human resources experience which included the research, development, or application of human resource policies and practices including two years in a supervisory capacity of which one year was equivalent to a Supervisory Personnel Analyst or Personnel Officer 2 in Nevada State service; or an equivalent combination of education and experience as detailed above.

To Apply

Submit Application or Resume to:

Tawny Polito, Executive Assistant
Department of Administration
Division of Human Resource Management
100 N. Stewart Street, Suite 200
Carson City, NV 89701

Email: tpolito@admin.nv.gov

Phone: 775-684-0131

Fax: 775-684-0124

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.

The State of Nevada is an equal opportunity/affirmative action employer.