



STATE OF NEVADA
DEPARTMENT OF HEALTH & HUMAN SERVICES

**DEPUTY DIRECTOR, ADMINISTRATIVE SERVICES
DEPARTMENT OF HEALTH & HUMAN SERVICES
Carson City, Nevada
Salary to \$98,880 (employee-employer-paid retirement plan)**

The Department of Health and Human Services (DHHS) is seeking qualified candidates for the position of Deputy Director, Administrative Services. The incumbent provides leadership, coordination and executive oversight over human resources, public relations, and legislative liaison activities across the department.

Responsibilities include: participate in strategic planning; conduct research and develop or oversee the development and/or administration of human resources, public relations and legislative laws, policies and procedures and ensure consistent implementation across DHHS; maintain and awareness of issues impacting the department and participate in the development of solutions; provide guidance and recommendations to the Director and Division Administrators; direct and oversee the work of division human resource officers; represent the department's position to various entities such as the Division of Human Resource Management, the Finance Office, the Personnel Commission and the Governor's Office; coordinate the submission of bill draft requests across DHHS; review all bills, as introduced, to identify those with impact to DHHS; assign to divisions for analysis and ensure reconciliation of differing positions; approve proposed testimony; facilitate collaboration among division legislative liaisons; oversee tracking and reporting activities; ensure the Director remains informed of substantive issues; ensure coordination with the Governor's Office; provide testimony, as required. Statewide travel is required.

DHHS is comprised of five divisions: Public & Behavioral Health, Welfare & Supportive Services, Child and Family Services, Aging & Disability Services, and Health Care Financing & Policy. The department has an annual operating budget of over \$4.8 billion and employs approximately 5900 staff.

This position is in the unclassified service and is appointed by and serves at the pleasure of the DHHS Director.

QUALIFICATIONS: A Bachelor's degree or above from an accredited college or university with major course work in business administration, public administration, human resources, social science, human services or other pertinent field and five years of managerial experience which included the responsibility for administering human resources for a large, complex organization AND

- Demonstrated knowledge and experience with state and federal laws, regulations and best practices related to human resource administration
- Demonstrated knowledge and experience with the state legislative process
- General knowledge of public information and public relations
- Demonstrated knowledge of the health and human service environment and associated priorities and challenges
- Demonstrated analytical and problem solving skills

- Ability to research, interpret and apply complex laws and regulations
- Effective interpersonal, written and oral communication skills including public speaking
- Ability to work collaboratively with others and effectively facilitate groups to accomplish goals
- Ability to manage multiple projects and deadlines

LOCATION: The position is located in Nevada's capital, Carson City, with a population of 55,000. Carson City, located in Northern Nevada, 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.

BENEFITS: Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

TO APPLY:

Submit résumé to: Kareen Masters
Deputy Director, Administrative Services
Nevada Department of Health & Human Services
4126 Technology Way, Suite 100
Carson City, NV 89706
Telephone: 775-684-4012
e-mail: kmasters@dhhs.nv.gov

Résumé must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, and reasons for leaving, salary history, and professional references. Please complete the attached supplemental questionnaire. A criminal history background check is required as a condition of employment.

Please indicate how you heard of this position and, if it was through a website, please specify which website.

SELECTION PROCESS: Application materials will be screened and those candidates deemed most qualified will be invited to interview.

Announcement open until recruitment needs are satisfied

**DEPUTY DIRECTOR, DEPARTMENT OF HEALTH & HUMAN SERVICES
SUPPLEMENTAL QUESTIONNAIRE**

YOUR NAME:

YOUR JOB TITLE:

THE TITLE OF THE PERSON YOU REPORT TO:

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:

DESCRIBE YOUR CURRENT OR MOST SIGNIFICANT EMPLOYMENT RELATED TO THE
FUNCTIONAL AREAS FOR WHICH THIS POSITION IS RESPONSIBLE:

- HUMAN RESOURCE ADMINISTRATION
- LEGISLATIVE ACTIVITIES
- PUBLIC RELATIONS/INFORMATION

FUNCTIONAL AREAS OF THE ORGANIZATION YOU HAVE PRIMARY RESPONSIBILITY TO
ADMINISTER:

SPECIALITY AREAS OF HUMAN RESOURCES IN WHICH YOU HAVE 3 OR MORE YEARS
EXPERIENCE AT THE PROFESSIONAL OR SUPERVISORY/MANAGERIAL LEVEL:

WHY DO YOU BELIEVE YOU ARE QUALIFIED TO LEAD THE ADMINISTRATIVE SERVICES
FUNCTIONS FOR DHHS?