



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
209 E. Musser Street, Room 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov) | Fax: (775) 684-0122

**Equal Employment Opportunity (EEO) Administrator**  
Full-Time, Unclassified Position

**ANNUAL SALARY: Up to \$82,400** (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 or Las Vegas, Nevada (To be determined upon hire)
- **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 EEO Administrator position is part of the Division of Human Resource Management's management team. This position provides leadership and direction in the design and implementation of the State's fair and equal employment and non-discrimination activities and proactively develops programs and policies, raise awareness of issues, and perform outreach to State agencies and employees.

The position provides information to State managers and supervisors related to best practices; advises employees of their rights and responsibilities; provides rule interpretations and recommendations regarding State and federal EEO laws, the Mediation Program, Investigation Unit procedures, and the Climate Study Program. This position also conducts research on special issues; designs and prepares narrative and statistical reports for the Governor's Office, Division of Human Resource Management, agency heads and others, as requested; and summarize investigative findings and provides recommendations.

The position oversees the functions of the Sexual Harassment/Discrimination Unit; develops program goals and improvement plans; work with agency coordinators to address problems or concerns; read and edit investigation reports to insure appropriateness of content, clarity, and monitor the types of cases being investigated; and develop recommendations for management to address complaint trends for the State or within a department.

Oversees the State's Mediation Program; communicates mediation goals; promotes and monitors the overall usage of the program; and provides mediation services.

Oversees the State's Climate Studies process and works with agency directors and administrators to development corrective action and implementation plans.

Develops, and presents EEO and Sexual Harassment training courses; determines the appropriateness of delegating EEO and/or Sexual Harassment training to departments and agencies; and monitors delegated training programs for compliance with delegation agreement.

Provides supervisory direction and leadership to assigned staff.

***To Qualify***

Five years of progressively responsible administrative experience in the development and implementation of non-discrimination and equal employment programs including developing policies and procedures, processing and investigating EEO complaints, conducting training and advising management related to best practices; two years of the above experience must have been in a supervisory capacity, and a Bachelor's degree in business or public administration, sociology, human resource management, political science, or related field; Or an equivalent combination of education and experience.

***To Apply***

**Submit Application or Résumé 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](mailto: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.***