



# Office of the Governor

## Executive Director *Unclassified Service* Department of Sentencing Policy

**Open for Recruitment: Open Until 4:00 PM on September 18, 2019**

**Salary Range:** Up to \$136,516 plus benefits \* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

### **Benefits:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available

**OPEN POSITION:** The Department of Sentencing Policy is accepting applications for the position of Executive Director. This is a full-time position located in Carson City and serves at the pleasure of the Sentencing Commission.

The Executive Director oversees the functions of the Department; and serves as the Executive Secretary of the Nevada Sentencing Commission. With Nevada's criminal justice efforts, this position will be tasked with addressing dynamic and challenging issues and has the opportunity to assist the Sentencing Commission in becoming a strong resource regarding sentencing of offenders in Nevada. In addition, the Executive Director is committed to the public policy of this State, as detailed in NRS 176.0131. The appointee shall devote his or her entire time and attention to the duties of his or her office and shall not engage in any other gainful employment or occupation. Duties include but are not limited to:

- Functions as the liaison between the Sentencing Commission, the Executive Branch, the Legislative Branch, the Judicial Branch, county and state elected officials, stakeholder agencies and organizations, and collaborates with same
- Facilitates the collection and aggregation of data from the courts, Department of Corrections, Division of Parole and Probation of the Department of Public Safety and any other agency of criminal justice
- Identifies variables or sets of data concerning criminal justice that are not currently collected or shared across agencies of criminal justice within this State

Director of Sentencing Policy Executive Director 2019

- Prepares a biannual report concerning sentencing of offenders in Nevada which includes recommendations of changes pertaining to sentencing, findings of the Commission and recommendations for proposed legislation
- Assists the Commission in developing recommendations to the Legislature for sentencing reform
- Manages three staff and develops the budget for the department
- Prepares informational presentations for various stakeholders
- Schedules and prepares for Commission meetings
- Assists the Commission in ensuring compliance with the Nevada Open Meetings law and the Nevada Public Records Act
- Submits requests for information from the various agencies or stakeholders
- Provides guidance and technical assistance to various agencies or stakeholders
- Collaborates with similar organizations in other states and at the national level to inform the Commission and its stakeholders of policies, procedures, and organizational structures in use in other states to support improvement of sentencing reform in Nevada

**MIMIMUM QUALIFICATIONS REQUIRED BY STATUTE:**

- Be licensed to practice law in the State of Nevada.

**Additional Desired Qualifications:**

- Knowledge of Nevada's criminal court system, legal terminology, procedures, and legal ethics
- Ability to create and deliver public presentations to stakeholder groups to educate and inform about sentencing policy and commission activities
- Experience working with elected officials and other relevant stakeholders in state and county government, as well as in the criminal justice system generally
- Experience developing and implementing strategic plans, performance measurements and personnel evaluations
- Computer literacy, including but not limited to, the use of Microsoft Office Applications, databases or case management systems, and the Internet. Effective English usage including: spelling, proofreading, punctuation and grammar
- Incumbents must be able to prioritize multiple work assignments, meet deadlines and work under pressure
- Some travel is required
- Preference may be given to candidates who have:
- Experience with the executive agency legislation process and the rules of the Nevada Senate and Nevada Assembly
- Experience with public sector budgeting processes, including the ability to advocate for and present budget and financial information to legislative committees or to a similar funding authority, and experience creating innovative solutions to manage public sector budget challenges
- Experience and familiarity with the rulemaking process and drafting administrative rules and regulations
- Experience with the Nevada Administrative Procedures Act

**SELECTION PROCESS:** The selection process is conducted under Nevada's Open Meeting Law. Applications will be reviewed to determine those applicants with the knowledge, skills, and abilities required for the position. **Qualified applicants will be invited to an interview at their own expense in a public meeting on Wednesday, September 25, 2019, beginning at 10:00 A.M. in Room 4100 of the Legislative Building in Carson City with videoconferencing to Room 4401 of the Grant Sawyer Building in Las Vegas. All applicants wishing to be considered for this position must be available for an interview before the Sentencing Commission on the above date and time.** At the conclusion of the meeting, the Sentencing Commission will forward the names of three qualified applicants to the Governor, who will then review and appoint this position.

A criminal history background check is required.

*Please note: in accordance with the Nevada Open Meeting Law, your submittal and associated reference checks will be available for the public to review and all interviews conducted by the Sentencing Commission will be held in an open public meeting.*

*Pursuant to NRS 176 the Executive Director of the Department of Sentencing Policy must be appointed by the Governor from a list of three candidates submitted by the Sentencing Commission.*

**HOW TO APPLY:** Applicants interested in this position must submit the following: 1) cover letter, 2) resume, and 3) two letters of recommendation. The required application materials must be received no later than **Wednesday, September 18, 2019, by 4:00 PM.** Incomplete applications will not be considered.

Please direct all application materials to:

Dale Ann Luzzi  
209 E. Musser Street, Suite 200,  
Carson City Nevada, 89701  
daluzzi@finance.nv.gov

Applications will be accepted through **4:00 p.m. on September 18, 2019.** Eligible applicants will be invited to interview with the Sentencing Commission on Wednesday, September 25, 2019, beginning at 10:00 A.M, in order for the Commission to provide the Governor a list of three candidates for his review.

***The State of Nevada is an Equal Opportunity Employer.***

Hiring is done without regard to race, color, religion, national origin, sex, age, or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.