



# Office of the Governor

## UNCLASSIFIED JOB ANNOUNCEMENT

Posted – August 26, 2019

### Executive Director, Nevada Patient Protection Commission

#### RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Governor.

#### AGENCY RESPONSIBILITIES:

The Nevada Patient Protection Commission (PPC) was created by [SB 544](#), a measure sponsored by the Governor and approved by the Nevada State Legislature in 2019. This body is located within the Governor's Office and is dedicated to improving health care in Nevada through a systemic, comprehensive review of the state's health care system and challenges and initiatives surrounding the quality, accessibility and affordability of health care statewide. The Commission is also charged with making informed recommendations to the Governor and Legislature designed to improve health care for all Nevadans. SB 544 details the full scope of responsibility and topics for review assigned to the Commission.

#### APPROXIMATE ANNUAL SALARY:

Up to \$95,931 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 of Nevada provides excellent benefits to employees, which include:

- Retirement Plan – Nevada offers a defined benefit retirement plan with vesting rights with 5 years of service. Benefits are determined based on years of service and the average of the three years of highest earnings. More information is available at: <https://www.nvpers.org/>
- Deferred Compensation – In addition to the excellent pension benefit, Nevada offers a 457(b) Deferred Compensation Plan that allows the employee to invest for retirement in a tax deferred account. More information is available at: <http://defcomp.nv.gov/>
- Leave – Nevada offers generous leave benefits including an initial accrual of 120 hours of annual leave and maximum 120 hours of annual sick leave. More information is available at:

<http://hr.nv.gov/>

- Health Plan – Nevada offers multiple health insurance options to meet the varied health care needs of employees and their families, including both a Consumer Driven Health Plan with tax deferred Health Savings Account and HMO plans. Nevada contributes to the premium costs of both the employee and dependents. More information is available at: <https://pebp.state.nv.us/>
- Dental, Vision, and Insurance – Nevada offers both dental and vision plans which include 100% coverage for preventative services, and full coverage for dental and eye exams and teeth cleaning. Nevada also provides basic life insurance and long-term disability insurance at no cost to the employee. More information is available at: <https://pebp.state.nv.us/>
- Voluntary Benefits – Nevada offers a variety of optional benefits including life insurance, short term disability insurance, long-term care insurance, flexible spending accounts for medical and dependent care, and group discounts on auto and home insurance. More information is available at: <https://pebp.state.nv.us/>
- Employee Assistance Program – Nevada offers an EAP program which includes free consultation for a variety of employee personal needs, including financial, legal, work-life assistance, counseling, and stress management. More information is available at: <http://hr.nv.gov/>
- An employer paid retirement compensation schedule is also available at a reduced gross salary.
- Nevada has no personal income tax.

#### **POSITION DESCRIPTION:**

This position reports to the Governor. The Executive Director for the Patient Protection Commission is responsible for performing the administrative duties of the Commission and such other duties as directed by the Commission. The Executive Director will work to further the duties of the Commission as set forth in Senate Bill 544 (Chapter 473, Statutes of Nevada 2019) that include a systematic review issues relating to the health care needs of residents of this State and the quality, accessibility and affordability of health care in Nevada.

**Job Duties:** The Executive Director will:

- Provide administrative support to the 11-member Commission and any stakeholder subcommittees created by the Commission, as authorized by S.B. 544;
- Develop a strategic approach for the Commission’s systematic review of health care in Nevada, as set forth in S.B. 544, including developing and supervising achievement of the Commission’s goals and recommendations for health care initiatives and legislation in Nevada;
- Provide analysis of major state and federal health care issues, policies and regulations to the Chairperson of the Commission and Commission members, as well as members of the subcommittees, as needed or directed by the Commission;
- Obtain working knowledge of Nevada’s health care organizational structure at the state and local level, including agency responsibilities, services and funding streams;
- Identify, develop and cultivate relationships with key health care agencies and agency staff at the federal, state and local level;

- Identify, develop and cultivate relationships with health care stakeholders in the community, i.e., patient advocates, healthcare providers, hospitals, insurers, prescription drug industry, nonprofits and state and local government agency representatives;
- Research, analyze, and track state and federal legislation or regulations impacting health care in the state;
- Provide direct administrative and staffing assistance for the meetings of the Commission and any subcommittees created by the Commission, including preparation of agendas, distribution of all meeting materials, scheduling and arrangement of accessible meeting rooms, transportation and accommodations for Commission members and the public, and preparation of public notices and meeting minutes. This includes assistance to Commission Chairperson as necessary for conducting Commission business in an orderly and effective manner, develop and implement procedures for Commission operations, and staffing of commission meetings subcommittee meetings;
- Attend Commission meetings and subcommittee meetings and other state or local meetings relating to the duties of the Commission;
- Provide oversight for the Commission’s budget, including administrative functions and statewide travel, and assist in the development of future budgets;
- Supervise staff of the Commission;
- Assist patients in identifying resources for resolving health care issues;
- Convey technical or complex information in an understandable format;
- Prepare reports on the activity of the Commission, including the reports required under Section 9 of S.B. 544;
- Maintain the Commission’s webpage or similar method of communicating the work of the Commission to stakeholders and the public;
- Draft correspondence for the Commission members;
- Assemble briefing materials for Commission; and
- Perform other duties, as assigned.

**Competencies:**

Ethics/Integrity:	Maintains confidentiality, acts with integrity, and promotes ethical conduct.
Communication:	Obtains and accurately/promptly conveys information (verbally, and in writing).
Accountability:	Accepts responsibility for quality and timeliness of work, and functions independently and as valued team member.
Adaptability:	Understands political realities and implications; offers additional effort during crisis situations; and accepts changing work conditions.

**PREFERRED QUALIFICATIONS:**

A qualified candidate will:

- (1) have earned a bachelor's degree;
- (2) proficiently utilize computer research tools and stay current with industry trends;
- (3) demonstrate significant experience working within and knowledge of business, government and/or political organizations;
- (4) demonstrates exceptional communication skills, written and oral;
- (5) excellent writing and proofreading skills;
- (6) have a working knowledge of health care issues at the state and federal level; and
- (7) promote a professional, positive, and collaborative team environment.

**POSITION LOCATION:** Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**

All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Agency HR Services

Attn: Gennie Hudson

email to: [agencyhr@admin.nv.gov](mailto:agencyhr@admin.nv.gov)

*or mail to:*

400 W. King Street, Suite 406

Carson City, NV 89703

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT:

Last Name/Executive Director/How you heard about this position

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