

STEVE SISOLAK  
Governor



RICHARD WHITLEY, MS  
Director

SUZANNE BIERMAN, JD, MPH  
Administrator

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH CARE FINANCING AND POLICY

1100 East William Street, Suite 101  
Carson City, Nevada 89701  
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<http://dhcfp.nv.gov>

**DEPUTY ADMINISTRATOR**

**Division of Health Care Financing and Policy**

**Salary up to \$117,453 (Employee/Employer-Paid Retirement Schedule)**

The Division of Health Care Financing and Policy (DHCFP) is seeking qualified applicants for the position of Deputy Administrator for Fiscal Services of the Division. This is a full-time, exempt, unclassified position.

The mission of DHCFP is to purchase and provide quality health care services to low-income Nevadans in the most efficient manner; promote equal access to health care at an affordable cost to the taxpayers of Nevada; restrain the growth of health care costs; and review Medicaid and other state health care programs to maximize potential federal revenue.

**THE POSITION:** Under the general direction of the Division Administrator, this position is responsible for providing leadership and oversight of the Division's fiscal operations and oversees the Division's fiscal strategy and performance. The Deputy Administrator will directly supervise two Administrative Services Officers and an Actuarial Economist. Units administratively housed within the Fiscal Services section include: supplemental reimbursement, recoupment and recovery, contracts management, fiscal program monitoring, rate analysis, federal reporting, accounting, and budget.

Responsibilities include serving as a representative of the Division and a liaison with a variety of organizations, groups, and individuals, and preparing and presenting testimony on Medicaid and related health care bills to the legislature. The incumbent may present issues at public hearings, provide information to the media, serve on boards and commissions to represent Medicaid issues, coordinate Medicaid with other programs, meet with health care providers and organizations to obtain their recommendations and resolve issues pertaining to the program, and be an active defendant in legal actions concerning Medicaid.

**POSITION LOCATION:** **Carson City or Las Vegas** Nevada's state capital, Carson City, is in close proximity to Reno, Lake Tahoe, and the Sierra Nevada mountains. Recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, fishing, and hunting. The area blends a mix of old-fashioned charm and history with modern cultural opportunities. Southern Nevada is home to the state's largest metropolitan area, Las Vegas. Enjoy over 290 days of sunshine a year as well as recreational adventures at Mt. Charleston, gourmet dining, endless entertainment options, lavish resorts, and family fun, plus a solid dose of history with areas like Hoover Dam. Southern Nevada has it all! See more at: <https://travelnevada.com/regions/northwestern/carson-city> and <https://travelnevada.com/regions/southern>.

**BENEFITS:** Medical, dental, vision care, life and disability insurance program; paid holidays; generous leave benefits; and contribution to the secure defined-benefit retirement plan (NV PERS). State employees do not contribute to Social Security. Long-term employees enjoy additional benefits. For additional

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information, please visit the Nevada Division of Human Resource Management at <http://hr.nv.gov/>, the Nevada Public Employees Benefits at <http://pebp.state.nv.us/>, and the Public Employees Retirement System of Nevada at <http://nvpers.org/>.

**POSITION REQUIREMENTS:** A Bachelor's degree from an accredited college in a field of business or business administration, public health or health care administration, or a closely related field. A minimum of four years of managerial experience which includes experience in budgeting, data analysis, strategic planning and strategic development, experience administering and evaluating a comprehensive program, collaborating with governmental and private entities and stakeholders, representing agency interests before a variety of entities, supervision and training of professional staff, administering a complex budget, and interpreting federal and state laws and regulations. An equivalent combination of education and experience will also be considered.

The candidate must possess expertise in health care finance; experience developing dashboards to assess health outcomes, quality metrics, and financial benchmarks; have strong data analysis and data visualization skills; budgetary skills; written and verbal communication, including public speaking ability; excellent organizational skills; and the capacity to establish successful interpersonal relationships and work as part of a team. Ideally, the successful candidate will have demonstrated experience overseeing comprehensive programs; working with the Centers for Medicare and Medicaid Services (CMS); extensive knowledge of data science, health policy, health care delivery, and payment reform efforts; experience with value-based payment and alternative payment models; experience developing dashboards to assess health outcomes, quality metrics, and financial benchmarks; and public administration, including policy development, program oversight, human resources, and the legislative process, including presentation of budgets and proposed legislation. This candidate will also demonstrate knowledge of federal and state laws related to Medicaid, health insurance or health care financing, the Affordable Care Act and its impact on the State's Medicaid program, as well as knowledge of the health care environment nationally and locally.

Persons offered employment in this position must submit to a State of Nevada/FBI fingerprint criminal history check.

This position will require statewide and national travel.

**TO APPLY:** Please submit a detailed resume and a cover letter which addresses your qualifications for the position. Resume must include a detailed description of your employment history including names and addresses of employers, reasons for leaving, duties, number and level of staff supervised, budget responsibilities including dollar amount, salary history, and professional references.

**SUBMIT COVER LETTER AND RESUME /DIRECT INQUIRIES TO:**

Emily Kuhlman  
Division of Health Care Financing and Policy  
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Ph: (775) 684-3688; Fax: (775) 684-3893  
[Emkuhlman@dhcfp.nv.gov](mailto:Emkuhlman@dhcfp.nv.gov)

**Applications will be accepted until recruitment needs are satisfied.** Qualified individuals are encouraged to submit applications as early as possible as this announcement may close at any time without notice.