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Governor

NEVADA GAMING CONTROL BOARD

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Human Resources Manager, Nevada Gaming Control Board Carson City Salary up to \$106,394 (Employee/Employer Paid Retirement Plan)

The Nevada Gaming Control Board (Board) is seeking qualified candidates for the position of Human Resources Manager. This is an unclassified, full-time position located in Carson City, Nevada.

Position Description

Under the direction of the Chief of the Administration Division, this position is responsible for recommending solutions for all human resources management issues, and for developing and implementing human resources policies, directives, and practices, while supporting the Board's human resources management philosophy within the parameters of federal and state laws and regulations. Such areas of focus include, without limitation, recruitment, employee relations, compensation, and personnel records.

Travel

Statewide travel may be required outside of normal business hours.

Recruitment

This is an open competitive recruitment, open to all qualified candidates.

Minimum Qualifications

The Human Resources Manager will be selected based on special preference to the candidate's training, experience and aptitude in the field of human resources management. A qualified candidate must have: (1) a bachelor's degree in business administration, public administration, human resources, labor relations, finance, or other applicable field of study; and (2) five or more years of human resources management experience resulting in broad knowledge of employee management principles and practices, personnel management, office administration, and two or more years of supervisory experience, or an equivalent combination of education and experience.

Both education and experience can be substituted on a year-for-year basis.

The ideal candidate will have:

- A proven ability to analyze and interpret federal and state statutes and regulations relating to, without limitation, human resources, employment, and labor relations;
- Excellent communication and writing skills;
- Experience managing staff and complex projects; and
- An ability to interface with staff, the public, and other federal, state, and local governmental agencies.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful candidate will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Position Location: Carson City

Nevada's historic State Capitol, [Carson City](#), is located in Northern Nevada and has a population of approximately 55,000. Carson City is in close proximity to Reno, Lake Tahoe, and the Sierra Nevada mountains. Carson City is a beautiful scenic area with many outdoor recreational activities, including, golfing, climbing, fishing, biking, off-roading, hiking, and skiing. The Carson City area blends a mix of old-fashioned western charm with shopping, dining, entertainment, culture, and nightlife.

Salary

Up to \$106,394. Salary reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

Benefits

Paid medical, dental, vision care, life and disability insurance programs; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the [Division of Human Resource Management of the Department of Administration](#), the [Nevada Public Employees Benefits Program](#), and the [Public Employees Retirement System of Nevada](#).

How to Apply

All applicants who meet the minimum qualifications are invited to apply for this position and may do so by completing an application on the Nevada Gaming Control Board [website](#). In your cover letter, please indicate how you heard about this position. Only applications submitted through the website will be accepted.

The successful candidate must undergo or be in compliance with an FBI background check. This position requires a pre-employment drug screening. Applications will be accepted until the recruitment is satisfied, and recruitment may close at any time.

The Nevada Gaming Control Board is an equal opportunity employer.