



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

**HEARING OFFICER (Nevada Licensed Attorney)**

**I. General Information**

Pursuant to State requirements, the state of Nevada, through the Department of Administration, Division of Human Resource Management, is soliciting resumes and supplemental information from Nevada licensed attorneys for a Hearing Officer position. The location of this position will be determined by where the successful candidate resides. The contract period will run from approximately July 1, 2024, through June 30, 2026. The contract rate for services is \$100/hr. Hearings assigned to this position are primarily conducted in Carson City and Las Vegas but may be held in other locations throughout the State such as Lovelock, Elko and Ely. Whenever possible, video conferencing will be used for hearings held outside of the location of the successful candidate. If travel outside of the successful candidate's location is required, mileage/airfare and per diem expenses will be reimbursed at the U.S. General Services Administration rate. Billing claims must be submitted at the completion of each case. The Hearing Officer must complete the appropriate documents through the Controller's Office to receive payment. At the time of contract awarding, certain insurance coverage may be required unless waived by the State's Risk Management Division and Attorney General's Office. Additionally, a Nevada State business license issued by the Secretary of State's Office is required.

**II. Summary Scope of Work**

The Nevada licensed attorney hearing officer will provide for the resolution of Executive Branch employee appeals which claim reprisal or retaliation based on the disclosure of improper governmental action, a.k.a. "Whistleblower" complaints, and appeals regarding employee suspensions, demotions, involuntary transfers and terminations. The hearing officer is responsible for communicating with all involved parties as necessary, issuing written orders and decisions, convening hearings, preparing finalized written determinations, and adhering to all timelines and deadlines. Administrative hearings will be conducted pursuant to the applicable provisions of law and the Hearing Officer Rules of Procedure. Pursuant to Nevada Administrative Procedures Act (NRS Chapter 233B), decisions issued are subject to judicial review.

The following clerical support will be provided by the Division of Human Resource Management or the Hearings Division: hearing room facilities and equipment that will produce accurate audio recordings of hearings; clerical assistance such as maintaining files, maintaining a calendar, coordinating hearing room, data entry, production of hearing notices and reset

notices, be the liaison between all parties involved, and prepare the Record on Appeal files to be reviewed by District Court.

### **III. Criteria for Selection**

This position requires a current active Nevada State Bar Membership. *Please apply with a resume and/or supplemental information that addresses the following criteria:*

- A. Nevada licensed attorney (provide State bar number)
- B. Administrative law experience and alternative dispute resolution
- C. Experience with personnel disciplinary matters
- D. Experience with the State of Nevada system
- E. How recent is the relevant experience
- F. Indicate the ability to perform services in the following areas:

- Carson City/Reno
- Las Vegas
- Tonopah
- Ely
- Elko
- Lovelock

G. If selected, would you have to disqualify yourself in cases involving:

- One or more institutions within the Nevada System of Higher Education? If so, which ones?
- A State of Nevada executive branch department or agency?
- An employees' association or labor union? If so, which one?

### **IV. Submission Information and Deadline – May 15<sup>th</sup>, 2024**

*Resumes and supplemental information should contain complete information corresponding to the Criteria for Selection.* The information provided should reflect the qualifications of an individual, not a legal firm or group. Failure to respond to each criterion may be cause for rejection from consideration. The Human Resources Commission will make a selection based on weighing of the Criteria for Selection, as it sees fit, and interviews of the most qualified candidates conducted during an open meeting. All applicants will receive written communication regarding their status as the recruitment process advances. Material should be submitted by May 15<sup>th</sup>, 2024 to:

Nevada State Department of Administration  
Division of Human Resource Management  
**515 E. Musser Street**  
**Carson City, Nevada 89701**  
Attention: Nicole Peek  
[Nicole.p@admin.nv.gov](mailto:Nicole.p@admin.nv.gov)