



Department of Motor Vehicles
555 Wright Way
Carson City, Nevada 89711-0900
Telephone (775) 684-4549

Announces a Recruitment for the Unclassified Position of

ORGANIZATIONAL CHANGE MANAGER

RECRUITMENT OPEN TO: The Department of Motor Vehicles, Program Management Office (PMO) is seeking an energetic, responsible and highly motivated individual to serve as Organizational Change Manager. **This is an internal recruitment, open to all DMV employees.** Résumés will be accepted until the position is filled. All résumés will be accepted on a first-come, first-serve basis. Hiring may occur at any time during the recruitment process.

This is a full-time permanent unclassified position that is appointed by and serves at the pleasure of the Administrator of the Project Management Office.

DUTY LOCATION/TRAVEL: Carson City, Nevada. Limited In-State and Out-of-State travel required.

POSITION RESPONSIBILITIES: The Organizational Change Manager directs, coordinates and manages organizational change related to modernizing DMV business; responsible for instilling organizational change management principles and practices within projects and structured work efforts to achieve desired business related outcomes; lead, direct, coordinate and provide visibility for the department's change management efforts and act as the communications lead for all projects. Utilize organizational change methodology, principles and practices in order to create an environment for a successful transition to change; develop, implement and promote an organizational-wide buy-in strategy in order to promote forthcoming changes; assess and investigate areas of impact and how proposed changes will influence stakeholders; assess the overall significance of impending changes and the organization's degree of readiness for the change.

Develop and implement change plans that meet the business, architecture and technology needs of the department; incorporate business priorities, strategies, goals, emerging technologies, industry trends and economic viability; examine issues and create change plans with a long-term perspective; generate ideas and critically evaluate future scenarios; apply external and internal factors to strategy development; consider long-term strategic impact in setting direction; ensure short-term goals support long term strategy.

Develop and implement a communication plan detailing the organizational change to ensure employees/stakeholders are fully informed and aware of impending changes; promote the mission, vision, goals and operating model with a benefit framework that associates the adoption to change to successful project delivery and implementation; foster a positive acceptance of change. Identify potential problems, areas of concern, points of resistance and events that may impact employees and stakeholders; develop and implement alternate strategies to mitigate issues that may arise; review ongoing changes in order to identify change fatigue; conduct a gap analysis and promptly address doubts and uncertainty surrounding the change.

Develop, implement and provide ongoing coaching and mentoring regarding change management practices to senior management, project managers and lead organizers to increase effectiveness in driving successful and sustainable change; make presentations before legislative committees, executive committees and/or

other entities to justify and explain needs, priorities and outcomes; participate in public hearings, meetings and conferences to explain processes, resolve concerns and problems.

Develop, implement and provide training and orientation programs to accommodate the needs of different employees and stakeholders; solicit feedback to assess the success of change management activities to ensure alignment with strategic goals and objectives; develop and submit analytical, narrative and statistical reports regarding organizational change management activities and outcomes.

TO QUALIFY: Bachelor's degree from an accredited university or college with major coursework in public or business administration or a closely related field and **seven (7) years** of progressively responsible **management or executive experience**, which included program development, fiscal analysis, budget preparation, research and development of policies and procedures and utilization of written and oral communication skills. An equivalent combination of education and experience may be considered.

APPROXIMATE ANNUAL SALARY: up to \$115,522.00, plus benefits*. Salary reflects retirement (PERS) contributions by both the employee and employer. An Employer paid contribution plan is available at the election of the employee and results in a reduced gross salary. 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.

TO APPLY: Please submit a cover letter and detailed résumé that includes a description of employment history to include name and addresses of employers, scope of responsibility, and professional references to:

Kim Eberly, Personnel Officer
Department of Motor Vehicles Human Resources Unit
555 Wright Way
Carson City, NV 89711
775-684-4951
keberly@dmv.nv.gov

In subject line please reference: Last Name/Organizational Change Manager

A criminal history check and fingerprinting are required as a condition of employment. Open until recruitment needs are satisfied.

The Department of Motor Vehicles is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.