

Joe Lombardo  
Governor

Richard Whitley, MS  
Director



DEPARTMENT OF  
HEALTH AND HUMAN SERVICES  
PATIENT PROTECTION COMMISSION

*Helping people. It's who we are and what we do.*



Joseph Filippi  
Executive Director

Dr. Ikram Khan  
Commission  
Chairman

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**UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – April 2024

**Policy Analyst**  
**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 Executive Director.

**POSITION LOCATION:** Carson City, Nevada

**AGENCY RESPONSIBILITIES:**

The Nevada Patient Protection Commission (PPC) was created by a measure sponsored by the Governor and approved by the Nevada State Legislature in 2019. In 2021, the Patient Protection Commission was transferred to the Department of Health and Human Services (DHHS) through Assembly Bill 348. The PPC is located within the DHHS Director'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.

**APPROXIMATE ANNUAL SALARY:**

Up to \$94,350 annually, depending on qualifications, education, and experience. *(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.)*

***Note: Through the passage of Assembly Bill 522, the 2023 Legislature approved an 11% cost-of-living adjustment that will become effective July 1, 2024, as well as quarterly retention incentives of \$250 for permanent state employees through June 15, 2025.***

**BENEFITS:**

The State of Nevada offers a wide array of benefits to employees including paid holidays, annual and sick leave, health coverage, retirement, and many other additional options. Benefits include medical, dental, life and disability insurance program; eleven paid holidays a year, three weeks of annual leave; three weeks of sick leave; State retirement system (PERS); a tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security, but a Medicare deduction is required. Long-term employees enjoy additional benefits.

More information can be found on the "Benefits of State Employment" link below:

<https://nvjobs.nv.gov/Applicants/EB/>

**POSITION DESCRIPTION:**

This is a full-time, permanent, unclassified State position.

Under general direction of the PPC Executive Director, the Policy Analyst is responsible for performing independent analysis, developing performance measures and making recommendations on policies and proposed legislation concerning the quality, accessibility, and affordability of health care statewide; as directed by the PPC. The Policy Analyst is further responsible for conducting research, writing, and coordinating comments on regulatory and legislative action, and is expected to work both independently and as a team player.

**JOB DUTIES:**

- Assist the Executive Director and Commission in developing a strategic approach for the systematic review of health care in Nevada;
- Conduct background policy research and analysis of state and federal health care issues to support existing legislation, policies, and procedures related to health care quality, accessibility, and affordability in Nevada;
- Provide results of research and analysis in a report or presentation format to the PPC Executive Director or the Commission as needed or directed;
- Convey technical or complex information in an understandable format;
- Gather information and statistical data to help explore issues and explain or develop solutions;
- Prepare policy studies, white papers, reports, presentations and other written communications on a variety of topics of importance to the Commission;
- Identify current or impending challenges associated with the quality, accessibility, and affordability of health care in Nevada, identify potential solutions, and evaluate other proposed solutions;
- Evaluate outcomes of passed legislation or implemented policies involving the quality, accessibility, and affordability of health care in Nevada;
- Assist in preparing reports for the Commission, including statutorily required reports;
- Review and amend policy drafts and propose suggestions to improve the effects of existing policies or legislation;
- Attend Commission meetings and subcommittee meetings and other meetings relating to the duties of the Commission; and
- Perform other duties, as assigned.

**QUALIFICATIONS:**

- College degree preferred (BA/BS).
- Exceptional time management skills required and an ability to complete tasks in a timely and efficient manner, without prompting, both independently and collaboratively;
- Superior organization and prioritization skills, and must be meticulous and detail oriented.
- Resourcefulness and ability to work proactively - thinking ahead. Good logic skills to read through complex materials and summarize the conclusions and actions taken.
- Flexibility and ability to manage competing demands; must be able to manage a myriad of on-going tasks in a fast-paced environment and adjust to changes.
- Must be able to resolve difficult problems, use analytical judgement, and must be able to process a high volume of accurate, detailed, and quality work product.
- Demonstrate significant experience working within and knowledge of business, government or political organizations.
- Previous experience working with the Nevada Legislature is a plus.

**COMPETENCIES:**

- Ethics/integrity: - Maintains confidentiality; acts with integrity; promotes ethical conduct.  
Communication: - Obtains and accurately/prompts conveys information both verbally and in writing.

- Accountability: - Accepts responsibility for quality and timeliness of work, and functions independently and as a valued team member.
- Adaptability: - Understands political realities and implications; offers additional effort during crisis situations; and accepts changing work conditions.

**WORK ENVIRONMENT:**

- Works in professional office environment during normal office hours from 8:00am to 5:00pm on Monday through Friday.

**OTHER DUTIES:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**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:**

DHHS Director's Office Human Resources

email to: [DOHR@dhhs.nv.gov](mailto:DOHR@dhhs.nv.gov)

or mail to:

1000 North Division St.

Carson City, NV 89703

**PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT:**

Last Name/PPC Policy Analyst

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