



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

515 E. Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: (775) 684-0299 | www.admin.nv.gov | Fax: (775) 684-0298

Unclassified Job Announcement
RISK MANAGEMENT DIVISION ADMINISTRATOR
Carson City, Nevada

The Department of Administration is seeking qualified candidates for the Risk Management Division Administrator position. This is an unclassified, at-will, full-time exempt position that serves at the pleasure of the Director of Administration.

RECRUITMENT OPEN TO:

Open to all qualified applicants. Resumes will be accepted on a first come, first serve basis until the position is filled. Hiring may occur at any time. The position is appointed by and serves at the pleasure and sole discretion of the Director.

THE OPPORTUNITY AND MISSION:

The mission of the Risk Management Division is to preserve and protect State property and personnel. This is achieved by integrating agency programs that systematically identify and analyze exposures to risk, selecting and implementing appropriate risk control strategies, financing anticipated or incurred losses and regular monitoring for continual improvement and enhancement.

Our vision is to continually improve our service to the State, to protect the State's human, intellectual, physical and financial assets and resources and to collaborate with staff to help them meet their goals thereby minimizing the probability, occurrence and impact of accidental losses to the Government of the State of Nevada.

We believe that a successful Risk Management program requires proactive vs. reactive plans and actions. We believe that most risks can and must be identified and managed effectively. Overall, it is our belief that *prevention is better than the cure*.

The Risk Management Division is part of the Department of Administration, dedicated to providing a variety of internal services to other state agencies. The Department is committed to providing efficient and responsive services and strategic leadership for human resources, information technology, fiscal management, risk management, grants management, purchasing, administrative hearings, fleet services, library and archives, mail services, and public works. The Division's Administrator is part of the Department's core leadership team and reports to the Director of Administration. The team is focused on providing effective programs and enterprise solutions, developing a skilled and flexible workforce, implementing process improvements, and embracing the effective use of technology.

RESPONSIBILITIES INCLUDE:

- Develop and administer the risk management program for the State of Nevada providing loss analysis, risk identification and evaluation, and coordination of all facets of risk reduction, prevention and financing to minimize the State's overall exposure to loss
- Manage programs in areas of insurance including worker's compensation, property, fleet, fidelity and commercial liability
- Testify regarding Division activities before public bodies including the Nevada Legislature, the Legislature's Interim Finance Committee, the Board of Examiners, and the Board of Finance
- Direct and control the activities of the Risk Management Division and its seven employees including the development and implementation of policy, procedures and standards
- Establish and monitor division goals, objectives and performance indicators

MINIMUM QUALIFICATIONS:

- 3 years of increasingly responsible professional and supervisor experience in risk management, loss control and safety programs of a large, geographically dispersed organization

AND

- Hold a bachelor's degree in business or public administration, finance, or related field

OR

- Professional designation as Chartered Property Casualty Underwriter (CPCU) or Associate in Risk Management (ARM)

PEFERRED QUALIFICATIONS:

The ideal candidate for this position will have extensive experience with leadership in a public agency or similarly complex private firm. They will have experience speaking before public bodies and elected officials and a proven ability to communicate complex issues in a clear and understandable manner. They will demonstrate intimate familiarity with all aspects of enterprise risk management for the public sector.

Nevada seeks a skilled and experienced Administrator capable of managing multiple complex programs and ability to improve organizational performance and develop workforce capabilities.

COMPENSATION:

The salary range for the Administrator of Risk Management is up to \$95,931 (employee/employer-paid retirement plan). The State of Nevada provides excellent benefits to employees, which include:

- Retirement Plan – Nevada offers a defined benefit retirement plan with vesting rights with 5 years of service. Benefits are determined based on years of service and the average of the three years of highest earnings. More information is available at: <https://www.nvpers.org/>

- Deferred Compensation – In addition to the excellent pension benefit, Nevada offers a 457(b) Deferred Compensation Plan that allows the employee to invest for retirement in a tax deferred account. More information is available at: <http://defcomp.nv.gov/>
- Leave – Nevada offers generous leave benefits including an initial accrual of 120 hours of annual leave and maximum 120 hours of annual sick leave. More information is available at: <http://hr.nv.gov/>
- Health Plan – Nevada offers multiple health insurance options to meet the varied health care needs of employees and their families, including both a Consumer Driven Health Plan with tax deferred Health Savings Account and HMO plans. Nevada contributes to the premium costs of both the employee and dependents. More information is available at: <https://pebp.state.nv.us/>
- Dental, Vision, and Insurance – Nevada offers both dental and vision plans which include 100% coverage for preventative services, and full coverage for dental and eye exams and teeth cleaning. Nevada also provides basic life insurance and long term disability insurance at no cost to the employee. More information is available at: <https://pebp.state.nv.us/>
- Voluntary Benefits – Nevada offers a variety of optional benefits including life insurance, short term disability insurance, long-term care insurance, flexible spending accounts for medical and dependent care, and group discounts on auto and home insurance. More information is available at: <https://pebp.state.nv.us/>
- Employee Assistance Program – Nevada offers an EAP program which includes free consultation for a variety of employee personal needs, including financial, legal, work-life assistance, counseling, and stress management. More information is available at: <http://hr.nv.gov/>
- An employer paid retirement compensation schedule is also available at a reduced gross salary.
- Nevada has no personal income tax.

STATE OF NEVADA

Nevada is a rapidly growing and diverse state. It has long been a world class leader in diverse industries such as entertainment and hospitality, logistics, and mining. Nevada is a state steeped in history and its frontier past. But Nevada has always been and continues to be an innovator. Under the leadership of Governor Brian Sandoval, Nevada has rapidly diversified its economy and made strategic investments in education and job training for a quality workforce. Nevada has gained jobs rapidly since the Great Recession and boasted a 5% unemployment rate in October of 2017. Nevada is home to a growing number of companies in information technology, aerospace, and alternative energy. With growth comes increase demands for state services, a growing tax base, and an opportunity to maintain and expand the infrastructure of the State of Nevada to better serve its citizens.

Nevada is exceptional in many ways beyond its economy. It is a land of vast open spaces, numerous mountain ranges, and arid desert valleys. In the northwest region, where Carson City is located, within its borders are the eastern slope of the Sierra Nevada Mountains and includes the jewel of the Sierras, beautiful Lake Tahoe. Lake Tahoe offers year-round mountain sports as varied as snow skiing at nearby resorts to sunbathing on Lake Tahoe's sandy beaches. Carson City and the City of Reno metro areas are rich in arts and culture, an exciting restaurant scene, a college culture centered on the University of Nevada, Reno, and year-round special events and activities. You will never be bored in Reno. A few hours north of Reno lies the starkly beautiful and vast Black Rock Desert, famed for hosting the annual Burning Man Festival. Other regions of the state offer a variety of attractions, from the National Cowboy Poetry Gathering in Elko at the foot of the scenic Ruby Mountains to the bright lights and amenities of Las Vegas, the Entertainment Capital of the World surrounded by the stark beauty of the Mojave Desert with nearby treasures like Red Rock National Recreation Area, Lake Mead National Recreation Area, and Valley of Fire State Park.

With a tag line of "Don't Fence Me In," Nevada offers endless opportunities for recreation, advancement, self-expression, and innovation. Are you interested in a leadership role in State of Nevada government? Would you like to lend a hand in shaping the New Nevada? Apply today.

Application materials will be accepted until recruitment needs are satisfied.

TO APPLY:

Submit resume, cover letter and three professional references to:

Kathleen Kirkland, Personnel Officer III

Department of Administration, Division of Human Resource Management

Agency HR Services

400 West King Street, Suite 406

Carson City, NV 89703

Email: kkirkland@admin.nv.gov

and

agencyhr@admin.nv.gov

Phone: (775) 684-0209

Please reference Risk Management Administrator in the subject line

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.