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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 38-25

October 8, 2025

TO: HRC Commissioners
HR Officers
DHRM Listserv Recipients
HR Managers
State of Nevada Public

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – MANAGER, INFORMATION
TECHNOLOGY INNOVATION

Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Keisha I. Harris at kiharris@admin.nv.gov no later than November 6, 2025.

If no written objections are received in this office by November 6, 2025, action will be taken to effect the changes, and a report will be made to the Human Resources Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #03-26**
Posting Expires: **November 6, 2025**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

Basis for Recommendation

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			7.207	<i>Manager, Information Technology Innovation</i>	48	A

Basis for Recommendation

At the request of the Department of Nevada Health Authority (NHA), Division of Enterprise IT & Innovations, the Division of Human Resource Management (DHRM) conducted an additional review of the Manager, Information Technology Innovation series. The Manager, Information Technology (IT) Innovation provides strategic planning, governance, and implementation of innovative IT solutions across the department's enterprise systems, driving technological advancements that enhance operational efficiency and service delivery.

An Incumbent in this classification acts on behalf of the Department Director in matters related to departmental strategy, IT operations, and activities; assists in establishing policies and procedures that align with statutory and regulatory requirements; assists the Department Director in the day-to-day operations of the department by providing guidance and seeking short- and long-term strategic initiatives to solve ongoing issues; provides strategic direction and oversight for the department's design, development, operations, and support functions; develops and implements an enterprise IT strategy; collaborates with senior management, division administrators, and stakeholders to identify and prioritize technology initiatives; directs the design, development, and deployment of IT projects and adoption of new technologies and innovative solutions; develops controls for the operations of the department; ensures and oversees training, supervision, scheduling, performance management, and other leadership duties as appropriate for the department; develops, maintains, and implements policies and procedures to ensure compliance; oversees the Information Security Office (ISO) team's development of IT security policies, standards, and procedures and IT systems portfolio and infrastructure, prioritizing reliability, security, and scalability; coordinates with the ISO to perform ongoing security assessments and audits, ensuring timely identification and remediation of potential threats; and develops and manages budgets, resources, and outsourced system vendor relationships.

It is recommended that the Manager, Information Technology Innovation, be allocated a grade 48. It was the intent of the department to put this position in the Unclassified Service; however, it was approved in the 83rd Legislative Session as a classified position through their budget proposal. The department will be moving this position to the unclassified service in the next biennium.

Also, a comment was added to the bottom of this job specification to identify that this specification would be abolished as this position transitions to the Unclassified Service. This comment further clarified that no additional positions would be allocated to this classification.

It is further recommended that the series be placed in the 7.000 Fiscal Management & Staff Services Occupational Group; Sub-group K; Information Technology. The DHRM EEO Officer has assigned EEO-4 job code "A – Officials and Administrators" to recognize the position's responsibility for setting broad policies, exercising overall responsibility for execution of policies, and guiding the strategic planning,

governance, and implementation of innovative IT solutions across the department's enterprise systems. The determination of the Overtime Eligibility Status, under State law, is exempt.

Throughout the review, management and staff within NHA and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes to the job specification.

NOTE: This is a new job classification.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by November 6, 2025. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management

POSTING DATE: October 8, 2025



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, INFORMATION TECHNOLOGY INNOVATION	48	A	7.207

JOB SUMMARY

The Manager, Information Technology (IT) Innovation, under the administration of the Department Director, oversees the efficient and effective delivery of support functions essential to the operations of the Nevada Health Authority. The Manager, IT Innovation is responsible for guiding the strategic planning, governance, and implementation of innovative IT solutions across the department's enterprise systems, driving technological advancements that enhance operational efficiency and service delivery, leveraging department resources, and maximizing federal funding opportunities to support health care delivery systems for the citizens of Nevada.

JOB DUTIES

1. Act on behalf of the Department Director in matters related to departmental strategy, IT operations, and activities.
2. Assist the Department Director in the day-to-day operations of the department by providing guidance and seeking short- and long-term strategic initiatives to solve ongoing issues.
3. Provide strategic direction and oversight for design, development, operations, and support functions.
4. Advise and inform executive leadership on departmental planning, progress, and key initiatives to ensure alignment with long-term goals.
5. Provide strategic direction and approve operational and staffing resources to support departmental efficiency.
6. Develop and implement an enterprise IT strategy while leading and coordinating key projects and initiatives.
7. Collaborate with senior management, division administrators, and stakeholders to identify and prioritize technology initiatives.
8. Direct the design, development, and deployment of IT projects and adoption of new technologies and innovative solutions.
9. Develop controls for the operations of the department.
10. Develop, maintain, and implement policies and procedures to ensure compliance with federal and State laws, regulations, and best practices.
11. Oversee the development of IT security policies, standards, and procedures and enterprise IT systems portfolio and infrastructure, prioritizing reliability, security, and scalability.
12. Coordinate with the ISO to perform ongoing security assessments and audits, ensuring timely identification and remediation of potential threats.
13. Develop and manage budgets, resources, and outsourced system vendor relationships.
14. Ensure and/or oversee training, supervision, scheduling, performance management and other leadership duties as appropriate for the department.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

******This class specification will be abolished as the current positions transition to the Unclassified Service. No additional positions will be allocated to this series.***

Five or more years of applicable experience as described in the job duties with a minimum of three years managerial experience, graduation from high school or equivalent education, or a combination of experience and education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position.)

Knowledge of:

- The structure, functions, and processes of State government, including Legislative, Executive, and Judicial branches.
- Applicable federal, State, county, and municipal laws and regulations governing area(s) of responsibility.
- Budgeting and fiscal management.
- Program development and implementation in area discipline.

Skill in:

- Developing and managing budgets, allocating resources efficiently, and ensuring compliance with fiscal and purchasing rules and regulations.
- Building and maintaining positive relationships with elected officials, government agencies, community organizations, and other stakeholders to advance the agency's mission and goals.
- Negotiation, analytical and legal interpretation, and conflict resolution.
- Negotiating political, confidential, and sensitive issues.
- Building consensus among diverse individuals with varying opinions.
- Active listening.
- Independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and in effective problem-solving.
- Interpersonal and communication skills, both verbal and written.
- The use of office equipment and related software.

Ability to:

- Interpret and explain complex and sometimes conflicting laws, regulations, policies, and procedures.
- Plan, organize, direct and control statewide programs related to area of discipline.
- Direct and deploy department resources within authorized staffing and budgetary limitations; establish and manage budgets and initiatives.
- Establish priorities, interpret and enforce department and division policies and procedures.
- Identify relevant concerns, factors, patterns or operations, tendencies and relationships and draw conclusions.
- Establish and maintain effective working relationships with federal, State, local, community-based and private organizations and individuals; gain commitment and facilitate change.
- Handle sensitive and confidential information with discretion.
- Communicate both orally and in writing, to audience of various social, educational, and economic backgrounds.
- Analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions and recognize alternatives and their implications.
- Resolve conflicts, mediate, negotiate, and exchange ideas, information, and opinions with employees, customers or agencies.
- Diffuse hostile situations respectfully and tactfully.

******This class specification will be abolished as the current positions transition to the Unclassified Service. No additional positions will be allocated to this series.***

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Ability to travel at least 25% of the time is required.
3. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
4. Some positions may require pre-employment screening for controlled substances.
5. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | | |
|---|--|--|--------|--|---|
| ☒ Standing | ☐ Running | ☒ Lifting | 20 lbs | ☒ Observing | ☒ Turning |
| ☒ Walking | ☒ Bending/stooping | ☒ Carrying | 20 lbs | ☐ Tasting | ☐ Throwing |
| ☒ Balancing | ☒ Sitting | ☒ Pushing | 20 lbs | ☒ Kneeling | ☒ Hearing |
| ☒ Climbing | ☒ Reaching | ☒ Pulling | 20 lbs | ☒ Stretching | ☐ Smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

- | | |
|---|---|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak English | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings. |

Please note this section is for the sole purpose of complying with the ADAAA "Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology
*****This class specification will be abolished as the current positions transition to the Unclassified Service.
No additional positions will be allocated to this series.**

TITLE
MANAGER, INFORMATION TECHNOLOGY INNOVATION

<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
48	A	7.207

dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.

******This class specification will be abolished as the current positions transition to the Unclassified Service. No additional positions will be allocated to this series.***