



STATE OF NEVADA, OFFICE OF THE ATTORNEY GENERAL¹
CHIEF PERSONNEL MANAGER, HUMAN RESOURCES DIVISION

Gross Salary: Up to \$124,068.00 Employee/Employer Paid or \$106,540.00 Employer Paid

Duty Station: Carson City, with occasional travel throughout Nevada is required.

Position Status: Exempt (FLSA); unclassified position entitled to standard state benefits; serves at the will of the Attorney General. Employment contingent upon successful background check.

Position Summary: The Chief Personnel Manager will plan, organize and administer a comprehensive Human Resources program to include creating, modifying, implementing and overseeing personnel policies and procedures for the Office of the Attorney General. The Chief Personnel Manager will advise management on a wide variety of complex employee issues; conduct extensive recruitments for administrative, professional, paraprofessional and support staff; establish and monitor staff training schedules; supervise the Personnel Analyst II; Administrative Assistant IV the legal office managers in Carson City, Las Vegas and Reno; and perform complex research and studies along with overseeing Payroll duties for the Office.

The deadline to submit applications is **December 27, 2024**. Applications/resumes received after this date will not be accepted.

Minimum Education and Background: High school graduation and four years of responsible professional personnel management experience, including at least one year of supervisory experience. Applicants must have an in-depth knowledge of the classified and unclassified State personnel system, Family Medical Leave Act and all other state and federal personnel practices, procedures, laws and regulations and the ability to communicate clearly and effectively. Strong analytical and organizational skills are also essential.

Skills Required: Applicants must possess skill in effective written and verbal communication; Required skills also include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills. Applicant must be well versed in State and Federal rules and regulations regarding Personnel Administration.

Physical Demands: This position requires mobility to work in a fast-paced office setting, to use standard office equipment; and to travel in various parts of the State. It also requires vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

¹ The State of Nevada 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.

Benefits of Position Include:

- Work-life balance
- Student loan forgiveness after 10 years of public service
- Compressed work schedule option
- Paid vacation, sick leave and family leave
- Medical/dental/life insurance
- Retirement accrual after vesting
- Public service/community involvement

This announcement lists the major duties and requirements of the job and is not all-inclusive. A successful applicant is expected to develop job specific skills and perform additional job-related duties as assigned.

Interested applicants must submit their cover letter (including how they heard about the position), a detailed resume, and a list of 3 professional references to no later than close of business on **December 27, 2024** to:

Teresa Benitez-Thompson, Chief of Staff
C/o Vicki Beavers, Executive Assistant
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