

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

**Administrative Assistant**  
**Nevada Patient Protection Commission**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is in unclassified services 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 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 \$ 60,622 plus benefits (*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 position is appointed by the Executive Director and serves at the pleasure of the Executive Director in unclassified service of the State. The Executive Director for the Patient Protection Commission is responsible for performing the administrative duties of the Commission. The Administrative Assistant position will support the Executive Director to further the objectives of the Commission as set forth in statute, which includes a systematic review of issues relating to the health care needs of residents of this State and the quality, accessibility, and affordability of health care in Nevada.

**JOB DUTIES**

The Administrative Assistant will:

- Provide administrative support to the Executive Director, the 12-member Commission and any stakeholder subcommittees created by the Commission;
- Provide direct clerical and staffing assistance for the meetings of the Commission and any subcommittees created by the Commission, including preparation of agendas, distribution of all meeting materials, scheduling, and arrangement of accessible meeting rooms; transportation and accommodations for Commission members and the public, and preparation of public notices and meeting minutes in accordance with Nevada's Open Meeting Law. This includes assistance to Commission Chairperson as necessary for conducting Commission business in an orderly and effective manner, developing and implementing procedures for Commission operations, and staffing of commission meetings subcommittee meetings;
- Attend Commission meetings and subcommittee meetings and other meetings relating to the duties of the Commission;
- Maintain general office files and databases (paper and electronic) in an orderly fashion;
- Resolve administrative questions and issues not requiring the personal attention of the Executive Director;
- Organizes and maintains confidential records and files, ensuring the security and retention of the information;
- Assists professional staff with special projects and assignments as requested;
- Perform other duties, as assigned.

**PREFERRED QUALIFICATIONS**

Graduation from high school or equivalent education is required. Four years of progressively responsible relevant work experience is highly preferred. The following skills and experience are required:

- Exceptional proofreading and editing skills.
- Intermediate or advanced-level experience with Adobe Acrobat Pro and Microsoft Word, Outlook and Excel.
- Excellent typing, grammar, writing and communication skills.

Previous experience transcribing meeting minutes and experience with Nevada's Open Meeting Law is preferred. This position requires a strong work ethic, a professional demeanor, and the ability to strictly adhere to confidentiality standards.

Strong organizational skills, the ability to plan and prioritize tasks, and attention to detail are required. The successful candidate will be able to work under pressure and produce a large quantity of superior quality work product in a timely fashion. The successful candidate will be able to work independently and with a team depending on the assignment.

**WORK ENVIRONMENT:**

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

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL RECRUITMENT NEEDS ARE MET**

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

Attn: Human Resources

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

*or mail to:*

1000 N Division St, STE 202

Carson City, NV 89703

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