



State of Nevada

Invites you to apply for

**Deputy Division Administrator
Occupational Safety and Health Administration**



THE STATE OF NEVADA

MISSION STATEMENT:

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so

Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION STATEMENT:

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**"OUR CAPACITY TO ACHIEVE
GREAT DEEDS WILL NEVER BE
IN QUESTION, BECAUSE WE
WILL FOLLOW THE NEVADA WAY
– NEVER GIVE UP, NEVER GIVE
IN, AND NEVER STOP
DREAMING."**



**Governor Joe Lombardo
STATE OF THE STATE ADDRESS**

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



DIVISION OF INDUSTRIAL RELATIONS

MISSION STATEMENT:

To uphold the highest standards of health and safety services to all of Nevada's employees and the general public through consultation, technical assistance, training, and enforcement.

VISION STATEMENT:

To ensure the health, safety and well-being of all Nevadans by being a national leader in promoting, monitoring and enforcing workplace safety, mechanical safety, employer compliance and benefit delivery to injured workers.

To ensure safe and healthful working conditions for workers by setting and enforcing workplace safety standards by targeting high-hazard industries and investigating fatalities.

UNIT SECTIONS:

The Department of Business & Industry - Division of Industrial Relations (DIR) has five sections:

Safety Consultation and Training
(SCATS)

Mine Safety and Training (MSTATS)

Occupational Safety and Health
Administration
(OSHA)

Mechanical Compliance
(MCS)

Workers' Compensation
(WCS)

THE IDEAL CANDIDATE



*Join a team where your impact
will matter from day one.*

WHAT WE'RE LOOKING FOR:

The Nevada Division of Industrial Relations (DIR) is seeking a dynamic, strategic, and proven leader to serve as Deputy Division Administrator overseeing the state's Occupational Safety and Health Administration (OSHA). This role offers the opportunity to lead a high-impact program that directly influences worker safety and employer compliance statewide.

WHAT YOU'LL BE DOING:

Under the direction of the Division Administrator, the Deputy Division Administrator, Nevada OSHA (also called the Chief Administrative Officer), is charged with administration of statutory programs and policies relevant to the regulation of workplace safety and manages all facets of the occupational safety and health program for the State of Nevada Division of Industrial Relations. The position is responsible for effectively managing internal and external relationships with Nevada private and public employers and employees, within DIR, and with Federal OSHA. The position also manages the Nevada component of the annual Survey of Occupational Injuries and Illnesses (SOII) and the annual Census of Fatal Occupational Injuries (CFOI) for the federal Bureau of Labor Statistics (BLS). Responsibilities include management of a staff of up to 84 employees located in Las Vegas and Reno.

QUALIFICATIONS:

At least five years of management experience in a complex public or private organization. Knowledge of State and Federal OSHA standards and regulations preferred. Proven ability to design, implement, and evaluate programs. Excellent communication, organizational, and human relations skills. Ability to build effective relationships with stakeholders. Understanding of legislative and regulatory processes. Commitment to organizational values and cultural leadership. Professional safety and health designations are desirable. Bachelor's degree or Master's degree in health, science, safety, or public administration, or enrollment in such programs is highly desirable.

KEY QUALITIES & COMPETENCIES:

Under the direction of the Division Administrator and Deputy Division Administrator, this position is responsible for managing the following functions: Manage statewide OSHA program functions to enforce safety and health standards. Collaborate with Federal OSHA representatives to enhance occupational safety in Nevada. Partner with the Safety Consultation and Training Section (SCATS) to help businesses reduce workplace hazards. Oversee the OSHA Whistleblower program. Manage the Nevada component of the Bureau of Labor Statistics surveys on workplace injuries, illnesses, and fatalities. Coordinate licensing for asbestos abatement and photovoltaic installers. Collaborate with employers, trade groups, and unions. Use data to target enforcement in high-risk industries. Submit contested cases to the Nevada Occupational Safety and Health Review Board. Assist in budget preparation and monitoring. Oversee staff recruitment, training, and development. Analyze legislation, regulations, and policy implementation. Testify before Legislative committees and make presentations. Participate in strategic planning and provide recommendations. Foster a positive staff culture with open communication.

SALARY:

Approximately up to \$124,068 plus benefits.

LOCATION:

Las Vegas

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- Medical, dental, life, and disability insurance coverage
- Twelve paid holidays per year
- Three weeks of annual leave
- Three weeks of sick leave
- Participation in the Public Employees' Retirement System (PERS)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term employees
- CBA



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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Heather Wilson at heather.wilson@dir.nv.gov

In the subject line please reference:
DEPUTY DIVISION ADMINISTRATOR, OSHA SECTION, CAO

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

Thank you!

