



**DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF INSURANCE**

**Deputy Division Administrator, Insurance – Chief Deputy  
Commissioner  
Unclassified  
Salary up to \$118,531 (employer-paid retirement) \$138,385  
(employee/employer-paid retirement schedule)**

The Department of Business and Industry's Division of Insurance is seeking qualified applicants for the position of Chief Deputy Commissioner. The Division is charged with safeguarding consumer rights and upholding the public's interest in its interactions with the insurance industry. It holds the critical responsibility of regulating and overseeing the insurance sector to ensure compliance and protect the interest of Nevada's residents.

**Position Summary:**

Under the general direction of the Nevada Insurance Commissioner, the Chief Deputy Commissioner provides strategic leadership and comprehensive oversight of the Administrative, Product Compliance, and Self-Insured Workers Compensation sections of the Division. Key Responsibilities include:

**Administrative**

- Direct financial planning, budgeting, and accounting processes to ensure fiscal responsibility and transparency.
- Lead HR initiatives, including staffing, employee relations, and professional development to cultivate a high-performance work environment.

**Product Compliance**

- Oversee compliance with insurance regulations and standards for Property & Casualty and Life & Health insurance products.

## **Self-Insured Workers Compensation**

- Manage the Self-Insured Workers Compensation section to ensure adherence to statutory requirements and efficient oversight of self-insured entities.

In addition to these core duties, the Chief Deputy Commissioner collaborates with section leadership to align with the Division's strategic goals and performance metrics. The incumbent acts as a mentor to section leaders, fostering the development of productive, respectful, and cohesive work cultures. They establish and maintain robust relationships with regulated entities to stay informed about trends and developments in the insurance markets. Furthermore, the Chief Deputy Commissioner coordinates with staff and leadership to effectively interact with the Silver State Healthcare Exchange, The Division of Health Care Financing and Policy, The Division of Industrial Relations, and other governmental agencies, promoting the business of insurance and protecting Nevada consumers. The role also involves representing the Division by presenting to Legislative committees during sessions and interim periods of the Nevada Legislature as required, as well as attending National Association of Insurance Commissioners (NAIC) meetings to represent the Division on a national platform. Other duties may be assigned as necessary to support the Division's mission and objectives.

**Required Education and Experience:** A Bachelor's degree with major coursework in business administration, accounting, finance or a related field is required. Additionally, Candidates must possess a minimum of three years of managerial experience and at least five years of experience in the insurance industry. Alternatively, an equivalent combination of education and experience may be considered.

**Knowledge, Skills and Abilities:** This position will require a comprehensive understanding of the Nevada Revised Statutes related to insurance regulation. Candidates must possess in-depth knowledge of types of insurance, policy forms, and the regulatory framework governing the insurance industry. Strong analytical skills, attention to detail and the ability to interpret and apply statutory requirements are essential. Additionally, the role demands excellent communication and leadership abilities to effectively manage and mentor team members, ensuring compliance and promoting a collaborative work environment.

**Location:** This position is based in Carson City, Nevada.

**Benefits:** This position offers a comprehensive benefits package, which includes medical, dental, life and disability insurance programs. Employees also participate in the Public Employee's Retirement System (PERS). Additional benefits include

12 paid holidays annually, along with the accrual of three weeks annual leave and three weeks of sick leave each year.

**To Apply Submit Resume To:**

Nevada Division of Insurance  
Attention: Scott Kipper  
1818 E. College Parkway, Suite 103  
Carson City, Nevada 89706  
[hr@doi.nv.gov](mailto:hr@doi.nv.gov)

**Special Instructions:** \*Resumes must include a detailed description of the applicant's education and employment history. This should encompass the scope of responsibility, salary history, and professional references.

*Resumes will be accepted until this recruitment is satisfied*