

Joe Lombardo
Governor

Richard Whitley, MS
Director



DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF HEALTH CARE FINANCING AND POLICY

Helping people. It's who we are and what we do.



Stacie Weeks,
JD MPH
Administrator

EXECUTIVE ASSISTANT

UNCLASSIFIED

Division of Health Care Financing and Policy

Salary to \$71,650* (employee/employer-paid retirement schedule)

RECRUITMENT OPEN TO: All qualified persons.

RECRUITING FOR: A full-time unclassified position with the State of Nevada, Division of Health Care Financing and Policy in Carson City, Nevada. The position is appointed by the Division Administrator.

The State of Nevada Division of Health Care Financing and Policy is seeking an Executive Assistant to provide support to the Division Administrator in the form of scheduling, travel requests, research, analysis and composition of limited agency reports, correspondence, speaking points, Policy and Procedures Manual to assist in meeting the agency and program responsibilities. During legislative sessions, serves as coordinator for tracking legislative requests. This position provides support to committees established through legislation including the Advisory Committee on Medicaid Innovation (ACMI); which includes, coordinating the meeting process from beginning to end.

The Executive Assistant works under limited supervision of the Administrator.

QUALIFICATIONS: Desired qualifications include graduation from high school or equivalent education. Additionally, experience in the following areas: coordinating boards or commission meetings and minute taking; office management and supervision; familiarity with board processes; excellent writing/proofreading skills; writing manuals and policies; familiarity with the Nevada Open Meeting Law; working with high level officials/administrative personnel.

LOCATION: The position will be located in Carson City, Nevada. This position may have the option to work in Reno, Nevada beginning in October of 2024, depending on the needs of the agency. Northern Nevada offers sunshine and recreational opportunities abound including golfing, biking, off roading, hiking, skiing, and fishing. Carson City is nestled between stunning Lake Tahoe and vibrant Reno. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

BENEFITS: Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year; no state income tax; public service loan forgiveness; flexibility; and a work-life balance beyond compare.

TO APPLY:

Submit resume to: Logan Kuhlman, Personnel Officer
Division of Health Care Financing and Policy, Human Resources
1100 E. William Street
Carson City, NV 89701
Telephone: 775-684-3688
e-mail: lkuhlman@dncfp.nv.gov

Resume must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, and professional references. A criminal history background check is required as a condition of employment.

Announcement will remain open until recruitment needs are satisfied. Interested candidates are encouraged to apply right away.

***Salary does not reflect 11% Cost of Living Adjustment effective 7/1/24**