

JOE LOMBARDO
Governor

STATE OF NEVADA

VICTORIA CARREÓN
Administrator

TERRY REYNOLDS
Director



VACANT
Deputy Administrator

**DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS**

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – October 16, 2023

DEPUTY DIVISION ADMINISTRATOR
Division of Industrial Relations

The Nevada Division of Industrial Relations (DIR) is seeking qualified applicants for the position of Deputy Division Administrator. This is an unclassified full-time position within Nevada State Government.

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Division Administrator.

AGENCY RESPONSIBILITIES:

The Division of Industrial Relations (DIR) is a Division of the Nevada Department of Business & Industry. DIR is comprised of six Sections: Legal, Mechanical Compliance, Mine Safety and Training, Occupational Safety and Health Administration, Safety Consultation and Training, and Workers' Compensation. The agency's mission is to improve worker safety in Nevada, ensure injured workers receive proper compensation in a timely manner, and regulate safe operations of elevators and boilers throughout Nevada. The Division has 231 full-time employees.

APPROXIMATE ANNUAL SALARY:

Up to \$111,773 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. *Salary does not reflect an 11% increase which will go into effect July 1, 2024.*

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

Under the direction of the Division Administrator, the Deputy Division Administrator oversees the Northern Nevada offices of the Division and is responsible for managing statewide functions, including:

- Managing Information Technology (IT) functions for the Division and collaborating on IT issues with the Department of Business and Industry.

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400 West King Street
Suite 400
Carson City, NV 89703
(775) 684-7270

LAS VEGAS
3360 West Sahara Avenue
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- Overseeing budget development, tracking expenditures, and approving expenditures.
- Overseeing recruitment and onboarding, addressing personnel issues, reviewing evaluations, and promoting organizational health.
- Assisting with the development of the Strategic Plan, Organizational Health Plan, and monitoring progress towards goals.
- Working with Sections to advance processes to improve outcomes and meet goals.
- Developing and updating policies and procedures for the Division.
- Assisting with analysis of legislation, regulations, and policy implementation.
- Testifying before Legislative committees, making presentations and speaking to the media as needed.

TO QUALIFY:

- At least five years of demonstrated management experience.
- Budget experience, including assisting in building a budget, oversight, and tracking.
- Personnel experience, including management/supervision of employees and ability to resolve personnel matters.
- Understanding of the Nevada legislative and regulatory process.
- Excellent oral and written communication skills, including the ability to give presentations, testify before Legislative Committees, and speak to the media.
- Organizational skills.
- Ability to work effectively with diverse staff members.
- Excellent human relations skills with demonstrated ability to build effective working relationships inside and outside State government.
- Ability to use software programs effectively, including all components of the Microsoft Office suite, Adobe Acrobat Professional, and web-based applications.
- Completion of or enrollment in a bachelor's or master's degree program in public administration, human resources, business administration, or related field. Prior related experience will be considered in lieu of education.

POSITION LOCATION: Carson City and Reno, Nevada.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL NOVEMBER 3, 2023. 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. **Resumes must include a detailed description of employment history to include names and addresses of employers, reasons for leaving, scope of responsibility, and professional references.**

LETTERS OF INTEREST/ RESUMES SHOULD BE SUBMITTED TO:

Marisa Santizo at msantizo@dir.nv.gov.

In the subject line please reference: DEPUTY DIVISION ADMINISTRATOR, DIVISION OF INDUSTRIAL RELATIONS

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 (GINA), or compensation and/or wages.