



**STATE OF NEVADA
DEPARTMENT OF TAXATION**

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UNCLASSIFIED JOB ANNOUNCEMENT

Posted – March 4, 2021

State Demographer (U9203), Taxation

RECRUITMENT OPEN TO:

The Nevada Department of Taxation is seeking an energetic, responsible, and highly motivated individual to serve as the State Demographer. All resumes will be accepted on a first come, first serve basis. Hiring may occur at any time during the recruitment process. This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Executive Director, Nevada Department of Taxation.

AGENCY RESPONSIBILITIES:

The Department's mission is to provide fair, efficient, and effective administration of tax programs, serve taxpayers, the state, and local government entities and recognize Department employees. Our philosophy is dedicating the highest standards of professionalism and ethical conduct; committed to consistent, impartial, and courteous service and treatment. Providing resources, training and support the men and women of the Department by fostering initiative, creativity, and effective performance.

The Department of Taxation is an essential Executive Branch agency and is responsible for the administration of 17 tax types, along with various fees, licensing, and civil penalties. The collection and distribution of funding supports the state General Fund, the state Distributive School Account, local governments, and state debt services. There are 5 Divisions within the Department they are Executive, Administration, Compliance, Information Technology and Local Government Services.

APPROXIMATE ANNUAL SALARY:

The position is compensated up to \$107,676 on the employer/employee paid retirement option.

BENEFITS:

The benefit package includes health, dental and vision insurance, Public Employees Retirement Plan (PERS), three (3) weeks paid vacation, three (3) weeks sick leave, eleven (11) paid holidays and are not subject to state, county, city, or social security taxes. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

This position reports to Deputy Executive Director – Administrative Services. By statute (360.283 through 360.289), the State Demographer is responsible for population products that are required for revenue distribution and planning and budgeting at the state and local levels. These products are also used by public and private entities for information and decision

making. The products are annual population estimates for counties, incorporated cities, unincorporated towns, and judicial townships; county age, sex, race and Hispanic origin estimates and projections; 20-year long term county projections; and five-year near-term population projections.

Other statutorily required duties include working with the US Census Bureau for the decennial census. The position is affiliated with the Census Bureau through the Federal State Cooperative for Population Estimates, Federal State Cooperative for Population Projections, and is an affiliate of the Nevada State Data Center. It is expected the position will continue to work with the Census Bureau's Population Division on their annual population estimates. The Demographer is also the repository for parcel data sets (250.087) and is a member of the Economic Forum's Technical Advisory Committee (353.229.1.(f)).

The Demographer has the following responsibilities: 1) administration and planning of the demographic programs; 2) population estimation and demographic analysis including data collection, data generation and development, documentation and dissemination; 3) communication (e.g., written documents, reports and public presentations; relationship building with local governments and stakeholders; and 4) responding to data requests and technical assistance from data users. Additional reports about Nevada and its population may be produced depending on workload. There may be requests for special studies on an as needed basis.

TO QUALIFY:

A Master's degree from an accredited college or university in Demography, Geography, Statistics, Economics, Sociology, Urban Planning, Anthropology, Epidemiology, or Actuarial Science, which included coursework in demographic or statistical analysis; and, Three or more years of professional experience in demography, statistics, economics, geography, or research, including work in modeling, analysis, forecasting and project management, and utilizing geographic information systems (GIS), database, and statistical software applications.

OR

A Bachelor's degree from an accredited college or university in Demography, Geography, Statistics, Economics, Sociology, Urban Planning, Anthropology, Epidemiology, or Actuarial Science, which included coursework in demographic or statistical analysis; and, Five or more years of professional experience in demography, statistics, economics, geography, or research, including work in modeling, analysis, forecasting, and project management, and utilizing geographic information systems (GIS), database, and statistical software applications.

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required experience.)

Preferred Qualifications:

- Knowledge of demographic theory and methods.
- Experience in the field of applied demographics.
- Knowledge of Census and other Federal data sources.
- Knowledge of general and time-series statistics.
- Working knowledge of ArcGIS or other GIS software and concepts.
- Excellent written, oral, and interpersonal communication skills.

The position requires the following abilities:

- Ability to collect, analyze and interpret demographic data.
- Ability to make independent judgments without review.
- Ability to work on a one-on-one or group basis communicating demographic data and techniques.
- Ability to establish and maintain effective working relationships with data providers and users including the U.S Census Bureau, other state agencies and departments, local government officials, co-workers, and the general public.
- Ability to effectively communicate complex statistical information both verbally and in writing.
- Some in state and out of state travel may be required on a limited basis.

Extensive contact with the local government officials is required during the data collections and local review phases of the small area estimation process. A successful candidate will be able to reconcile competing local interests and available data.

Key problem solving involves the development and accurate implementation of population and household estimation procedures for counties and minor civil divisions. Other problem solving relates to the design of an efficient data retrieval system and development of methods for estimating demographic characteristics of the population.

This position involves making independent judgements and working with minimal supervision in all responsibilities outlined above. Work is subject to administrative direction and review in terms of results achieved.

POSITION LOCATION: Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

(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:

Agency HR Services

Attn: Gennie Hudson

email to: agencyhr@admin.nv.gov

or mail to:

400 W. King Street, Suite 406

Carson City, NV 89703

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT:

Last Name/State Demographer/How you heard about this position

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.