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STATE OF NEVADA

VICTORIA CARREÓN
Administrator

TERRY REYNOLDS
Director



PERRY FAIGIN
Deputy Administrator

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

UNCLASSIFIED JOB ANNOUNCEMENT
Posted – July 12, 2022

DEPUTY DIVISION ADMINISTRATOR, WORKERS' COMPENSATION

The Nevada Division of Industrial Relations (DIR) is seeking qualified applicants for the position of Deputy Division Administrator to oversee its Workers' Compensation Section. 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 is a full-time position that is appointed by and serves at the pleasure of the Division Administrator.

AGENCY RESPONSIBILITIES:

Under the direction of the Division Administrator, the Deputy Division Administrator, Workers' Compensation (also called the Chief Administrative Officer/CAO), is charged with administration of statutory programs and policies relevant to NRS Chapters 616A-D and 617. The position manages the Division's Workers' Compensation Section statewide, which is comprised of five specialized units that function together to ensure injured workers' claims are processed and paid in an appropriate manner: (1) Employer Compliance; (2) Insurer Compliance; (3) Insurer Audit; (4) Medical; and (5) Research and Analysis. The position is responsible for effectively managing relationships with Insurers and Third-Party Administrators, along with Medical Providers, Injured Workers, and attorneys.

APPROXIMATE ANNUAL SALARY:

Up to \$99,797 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.

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

- The Deputy Administrator (also called Chief Administrative Officer/CAO) Manages the Workers' Compensation Section statewide. The CAO is responsible for daily oversight of the five specialized units which make up the Division's Workers' Compensation Section. The CAO coordinates section workflow and product to ensure required regulation and

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statutorily mandated reports are completed timely. The CAO assists the Division Administrator with development and implementation of regulations and legislation. This position is responsible for indirect supervision statewide of 50 staff and direct supervision of 7.

TO QUALIFY:

- Knowledge of State standards and regulations
- Excellent oral and written communication, management, and organizational skills.
- Knowledge of personnel practices to promote attainment of the goals of the Workers' Compensation Section.
- Excellent human relations skills with demonstrated ability to build effective working relationships inside and outside state government.
- Strong skills in the administrative aspects of or a combination of directly related functions or comparable work, which has demonstrated abilities of the candidate to perform the duties of the position.
- Ability to work with the media.
- Knowledge of software programs directly related to Workers' Compensation functions or services, including all components of the Microsoft Office suite, Adobe Acrobat Professional, and web-based applications.
- Understanding of the legislative and regulatory process.
- Demonstrated ability to: design, develop, and implement concepts and programs related to workers' compensation.
- Comprehensive working knowledge of Workers' Compensation as well as some practical experience.
- High ability to work effectively with diverse staff.
- Excellent ability to provide effective administrative oversight to each WCS operating unit.
- Completion of or enrollment in a bachelor's or master's degree program in public administration, human resources, business administration, health or related field.
- Prior Workers' Compensation related experience will be considered in lieu of above requirement.
- Ability to resolve personnel matters utilizing above average interpersonal skills.
- Ability to work closely and productively with internal legal counsel.
- Ability to establish and maintain good relationships with outside legal counsel.
- Ability to communicate effectively with injured workers and their representatives.

POSITION LOCATION: The position will be in Las Vegas, Nevada.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL 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. Resume must include a detailed description of employment history to include name and addresses of employers including reasons for leaving, scope of responsibility, salary history, and professional references.

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Marisa Santizo
Administrative Assistant IV
Division of Industrial Relations
702-486-9100
Msantizo@dir.nv.gov

In the subject line please reference: DEPUTY DIVISION ADMINISTRATOR, WORKERS'
COMPENSATION CAO

The State of Nevada is an Equal Opportunity Employer.