



# State of Nevada

*Invites you to apply for*

## Deputy Administrator



# THE STATE OF NEVADA

## MISSION

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

## VISION

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**“OUR CAPACITY TO ACHIEVE GREAT DEEDS WILL NEVER BE IN QUESTION, BECAUSE WE WILL FOLLOW THE NEVADA WAY – NEVER GIVE UP, NEVER GIVE IN, AND NEVER STOP DREAMING.”**



**Governor Joe Lombardo**  
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.

# MISSION STATEMENT:

*The Nevada's Health Authority's mission is to ensure Nevadans have access to affordable, reliable care by leveraging the state's buying power, streamlining programs and services and driving better quality and more innovation in the health care system. We are guided by the values of public service, fiscal discipline, and accountable leadership.*

# VISION STATEMENT:

*A healthy, thriving Nevada where health care is affordable and reliable for all.*

This position is within the Division of Health Care Purchasing and Compliance, under the Nevada Health Authority. This position reports directly to and serves at the pleasure of the Division Administrator.

The Deputy Administrator will serve as the Medicaid Inspector General for program integrity and compliance efforts for the division with the goal of improving program integrity and compliance activities, ensuring the proper expenditure of Medicaid program funds, and aligning business practices with the DHCPC mission and strategic plan. The following program integrity and compliance teams will report to this position: Surveillance and Utilization Review (SUR), Audit, Provider Enrollment, Recoveries.

## UNIT SECTIONS:

### Medicaid Inspector General :

- Audit
- Provider Enrollment
- Recoveries
- Surveillance & Utilization & Review (SUR)

# THE IDEAL CANDIDATE

## WHAT WE'RE LOOKING FOR:

- Demonstrated experience in strategic project development and management.
- Exceptional project management skills, including the ability to prioritize and manage multiple projects and stakeholders simultaneously and meet tight deadlines in a fast-paced environment.
- Ability to establish and maintain partnerships with staff and representatives from governmental and community organizations, and foster collaboration among diverse stakeholders.
- Demonstrated ability to facilitate group processes, project team development and management, and training staff.
- Strong leadership skills.
- Ability to design research studies, organize, analyze, and present data with accuracy, thoroughness, and attention to detail.
- Demonstrated ability to work both collaboratively and independently.
- Excellent written and oral communication skills, including superior writing and editing skills.
- Ability to research, quickly understand, and synthesize new information on a wide range of public health topics and distill complex topics into easy-to-understand terms for lay audiences.
- Reliable, highly organized, and able to adapt to changing priorities and new initiatives.
- Quality-oriented with a passion for excellence and keen attention to detail.

## WHAT YOU'LL BE DOING:

- Support DHCPC in vision and strategy development in the areas of responsibility. Help leadership succeed through idea development, strategic planning, problem resolution, and leading innovation as requested.
- Effectively network with other state and federal entities regarding DHCPC and national program integrity rules, regulations, guidelines, vulnerabilities and trends.
- Serve as division lead for procurement, administration, and oversight of program integrity contracts and contractual performance.
- Develop and monitor indicators to ensure division objectives are accomplished. Develop and implement corrective action when performance falls below acceptable levels.
- Develop and/or participate in the development of program and operating budgets; provide estimates of costs associated with implementing new or revised federal regulations and program options.
- Oversee the development of program integrity and compliance policies, regulations, and ensure adherence with State and Federal laws governing programs and funding.

## QUALIFICATIONS:

Bachelor's Degree in public health, public policy, public administration, business, organizational management, health equity, or a related field. (Qualifying experience in executive leadership or senior organizational development roles may be substituted for the educational requirements).



**Join a team where your impact will matter from day one.**

## KEY QUALITIES & COMPETENCIES:

- Strong leadership skills – effective at guiding team towards achieving Division goals
- Effective communicator – ability to convey expectations, delegate work appropriately, and communicate clearly with diverse audiences
- Robust problem-solving and critical thinking skills
- Self-motivated and results driven
- Flexible and able to manage multiple priorities in a fast-paced environment

## SALARY:

\$151,902 based on the employee/employee contribution plan. An employer-only option is available available with a reduced gross salary.

## LOCATION:

Carson City, Nevada

# STATE BENEFITS

*The State of Nevada offers a wide array of benefits to employees, including:*

- No Nevada State income tax
- Medical, dental, life, and disability insurance coverage
  - Twelve paid holidays per year
  - Three weeks of annual leave
  - Three weeks of sick leave
- Participation in the Public Employees' Retirement System (**PERS**)
  - Access to a tax-sheltered deferred compensation plan
  - No Social Security contributions (Medicare deduction still required)
  - Additional benefits for long-term and CBA employees



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.



# APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Please submit your Curriculum Vitae which details your experience, responsibilities, the nature and size of the organization/programs you worked for, salary history, reasons for leaving prior employment, and professional references to:

Nevada Health Authority – Human Resources  
Logan Kuhlman and copy Jenilee Simpson  
Lkuhlman@nvha.nv.gov, Jenilee.Simpson@nvha.nv.gov

In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.

Thank you!

