



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

515 E. Musser Street, Suite 300 | Carson City, Nevada 89701

Phone: (775) 684-0299 | www.admin.nv.gov | Fax: (775) 684-0298

Division Administrator, Division of Human Resource Management

Location: Carson City, Nevada

Posted: September 15, 2022

The Department of Administration is seeking qualified candidates for the Division of Human Resource Management (DHRM) Administrator position. This is an unclassified, at-will, full-time exempt position which is appointed by and serves at the pleasure of the Director of the Department of Administration.

RECRUITMENT OPEN TO:

All qualified applicants. Resumes and letters of interest will be accepted on a first come, first served basis until the position is filled. Hiring may occur at any time during the recruitment process.

POSITION RESPONSIBILITIES INCLUDE:

- Guiding and directing the activities of all sections within DHRM, including Agency HR Services, Central Payroll and Records, Compensation, Classification and Recruitment, Consultation and Accountability, Employee Development, and the Labor Relations Unit
- Applying the provisions of Chapter 284 of the Nevada Revised Statutes and regulations adopted pursuant to Nevada Administrative Code
- Setting strategic priorities for DHRM in consultation with the Personnel Commission and agency leaders
- Taking responsibility for working with the Administrative Services Division to prepare the division's biennial budget, present it to the Legislature, and oversee its implementation and monitoring
- Assembling and retaining high performing staff, establishing scope of responsibilities, facilitating cooperation on cross-divisional and, when necessary, cross-departmental policy and operational initiatives
- Building and managing external relationships essential to the success of DHRM to include high-level state leaders, outside stakeholders, and employee associations on matters of human resources policy and practice
- Demonstrating excellent management and interpersonal skills to foster a team environment
- Demonstrating effective public speaking and writing skills
- Demonstrating creative policymaking and problem-solving skills

TO QUALIFY:

The candidate selected for this position must have:

- a comprehensive knowledge of the principles and practices of personnel administration;
- a working knowledge of job and salary classification methods;
- an extensive knowledge of the organization and operations of state departments, agencies and institutions, and of statutes and regulations concerning government personnel;

- an extensive knowledge of principles of public organization and administration;
- administrative ability over staff analyses of government salaries and positions, and in the maintenance of effective working relationships with all state officials concerned with personnel;
- ability to organize and present clearly oral and written reports of findings and recommendations.

Additionally, the successful candidate will possess a bachelor's degree and a minimum of 5 years of increasing responsible professional level experience in Human Resources.

APPROXIMATE ANNUAL SALARY:

Up to \$122,187 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.)

TRAVEL:

Periodic statewide and out of state travel is required.

BENEFITS:

Medical, dental, vision care, life and disability insurance programs are available; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a Medicare deduction is required. For additional information, please visit the Division of Human Resource Management of the Department of Administration, the Nevada Public Employees Benefits Program, and the Public Employees Retirement System of Nevada.

TO APPLY:

Submit a resume, letter of interest, and three professional references to:

Laura Freed, Director
 Department of Administration
 515 East Musser Street, 3rd Floor
 Carson City, NV 89701
 Email: laurafreed@admin.nv.gov
 Phone: (775) 684-0299

In subject line please reference: **Division Administrator, DHRM**

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.