STATE OF NEVADA

DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR

Announces a Recruitment for the Position of
DIVISION ADMINISTRATOR -
OFFICE OF THE LABOR COMMISSIONER

RECRUITMENT: The State of Nevada, Department of Business & Industry is seeking qualified applicants for the position of Division Administrator within the Office of the Labor Commissioner. This is an open competitive recruitment, open to all qualified persons. This is an UNCLASSIFIED position that is appointed by and serves at the pleasure of the Director of Business & Industry.

AGENCY RESPONSIBILITIES: The Office of Labor Commissioner is charged with enforcing the labor and employment laws of the state of Nevada. The agency’s enforcement jurisdiction primarily includes wage and hour laws, child labor, apprenticeship programs, employment agencies, public works, and prevailing wages.

POSITION RESPONSIBILITIES: The Administrator is primarily responsible for:
1. Organizing and managing the Office of the Labor Commissioner and directing and supervising all of its administrative, operational, and personnel activities.
2. Enforcing and administering, in whole or in part, the following Nevada Revised Statutes (NRS) and NAC regulations adopted thereunder; chapters 338, 412.1393, 418, 607, 608, 609, 610, 611, 613, 614, and 616B.
3. Surveying for and determining the annual prevailing rates of wages for public works projects.
4. Presiding over administrative hearings and rulemaking proceedings.
5. Supervision of the State Apprenticeship Program.
6. Developing and presenting agency budgets.
7. Representing the office publicly, including in the media and public appearances, testifying before the Nevada Legislature, and coordinating and participating in public information campaigns.

QUALIFICATIONS/REQUIREMENTS:
• At least five years of progressively responsible experience in management and administration, preferably in a regulatory environment or human resource management.
• Four-year college degree in business, public administration, economics, political science, human resource management, or related field. Juris doctorate degree preferred.
• Proven ability to read, analyze and interpret statutes and regulations.
• Writing skills sufficient to render quality written advisory opinions and hearing decisions, setting forth findings of fact and conclusions of law.
ANNUAL SALARY: Up to $110,211. Salary reflects retirement (PERS) contributions by both the employee and employer. An employer-paid contribution plan is also available with a reduced gross salary. The State of Nevada offers an excellent benefits package that 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 a deferred compensation plan are also available.

LOCATION/TRAVEL: The position will be based in either Las Vegas or Carson City, depending on the candidate selected. Periodic in-state travel is required.

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.

TO APPLY: Submit a letter of interest, resume, and three professional references through https://nv.jobs2web.com/job-invite/11102/.

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.