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**DEPUTY ADMINISTRATOR**  
**Division of Health Care Financing and Policy**  
**Location: Carson City, Nevada**

**Salary up to \$122,187 (Employee/Employer-Paid Retirement Schedule)**

**The Division of Health Care Financing and Policy (DHCFP – Nevada Medicaid)** is seeking qualified applicants for the position of Deputy Administrator for Fiscal Services of the Division. This is a full-time, exempt, unclassified position.

The mission of DHCFP is to purchase and provide quality health care services to low-income Nevadans in the most efficient manner; promote equal access to health care at an affordable cost to the taxpayers of Nevada; restrain the growth of health care costs; and review Medicaid and other state health care programs to maximize potential federal revenue.

**THE POSITION:** This position oversees the Division's financial activities and is responsible for leading and supporting budget activities for the state's Medicaid program. The Medicaid program currently provides health insurance coverage to one in three Nevadans, has a budget over \$5 billion annually, and is consistently the largest source of federal funding in the state. This position is an integral member of the Division's executive leadership team and assists with strategic planning, coordination, and implementation of the Division's programs, policies, and procedures. Under the general direction of the Division Administrator, this position is responsible for providing leadership and oversight of the Division's fiscal operations and oversees the Division's fiscal strategy and performance. This work includes fiscal analysis and requires detailed knowledge and understanding of multiple program areas from the business, legislative, and budget perspectives.

The Deputy Administrator will directly supervise two Administrative Services Officers and build a fiscal leadership team to support the Department of Health and Human Services and the Division's priorities. Units administratively housed within the Fiscal Services section include: supplemental reimbursement, recoupment and recovery, fiscal program monitoring, rate analysis, federal reporting, accounting, and budget.

Responsibilities include building, managing, and monitoring the Division's budget accounts. This requires close coordination with the finance teams at the Governor's Finance Office and the Legislative Council Bureau. Additionally, this position serves as a representative of the Division and as a liaison with a variety of organizations. Responsibilities may also include preparing and presenting testimony on Medicaid to the legislature. The incumbent may present at public hearings, serve on boards and commissions to represent Medicaid issues, coordinate Medicaid with other programs, and meet with health care providers and organizations to obtain their recommendations and to resolve issues pertaining to the program.

**POSITION LOCATION - Carson City:** Nevada's state capital, Carson City, is in close proximity to Reno, Lake Tahoe, and the Sierra Nevada mountains. Recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, fishing, and hunting. The area blends a mix of old-fashioned charm and history with modern cultural opportunities. See more at: <https://travelnevada.com/regions/northwestern/carson-city>

**POSITION REQUIREMENTS:** A Bachelor's degree from an accredited college in a field of business or business administration, public health or health care administration, or a closely related field. A minimum of four years of

managerial experience which includes experience in budgeting, data analysis, strategic planning and strategic development; experience collaborating with governmental and private entities and stakeholders, representing agency interests before a variety of entities, supervision and training of professional staff, administering a complex budget, and interpreting federal and state laws and regulations. An equivalent combination of education and experience will also be considered.

The candidate must possess expertise in finance and experience developing budgets. Knowledge of Nevada state budgetary processes and systems is highly preferred. The ideal candidate will have excellent written and verbal communication skills; excellent organizational skills; and the capacity to establish successful interpersonal relationships and work as part of a team. Ideally, the successful candidate will have demonstrated experience overseeing comprehensive programs; working with the Centers for Medicare and Medicaid Services (CMS); and experience with policy development, program oversight, human resources, and the legislative process, including presentation of budgets and proposed legislation. This candidate will also demonstrate knowledge of federal and state laws related to Medicaid, health insurance or health care financing, the Affordable Care Act and its impact on the State's Medicaid program, as well as knowledge of the health care environment nationally and locally.

This position will require statewide and national travel.

**BENEFITS:** Medical, dental, vision care, life and disability insurance program; paid holidays; generous leave benefits and contribution to the secure defined-benefit retirement plan (NV PERS). State employees do not contribute to Social Security. Long-term employees enjoy additional benefits. For additional information, please visit the Nevada Division of Human Resource Management at <http://hr.nv.gov/>, the Nevada Public Employees Benefits at <http://pebp.state.nv.us/>, and the Public Employees Retirement System of Nevada at <http://nvpers.org/>.

**SPECIAL NOTES:** Fingerprinting and a background investigation through the FBI and DPS are required. The employee is responsible for all background check fees upon hiring, plus additional fees for rolling fingerprints.

**TO APPLY:** 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:

Logan Kuhlman  
Division of Health Care Financing and Policy  
1100 E William St, Suite 101, Carson City, Nevada 89701  
Ph: (775) 684-3688; Fax: (775) 684-3893  
[Lkuhlman@dncfp.nv.gov](mailto:Lkuhlman@dncfp.nv.gov)

**SELECTION PROCESS:** Application material will be screened based on the qualifications; those candidates deemed most qualified will be invited to interview. Announcement will remain open until recruitment needs are satisfied. **Applications will be accepted until recruitment needs are satisfied.** Qualified individuals are encouraged to submit applications as early as possible as this announcement may close at any time without notice.