



STEVE SISOLAK
Governor

NEVADA GAMING CONTROL BOARD

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J. BRIN GIBSON, *Chair*
PHIL KATSAROS, *Member*
BRITTNIE WATKINS, *Member*

Human Resources Manager

Carson City or Las Vegas

Salary up to \$106,394 (Employee/Employer Paid Retirement Plan)

The Nevada Gaming Control Board (Board) is seeking qualified candidates for the position of Human Resources Manager. This is an unclassified, full-time position located in either Carson City, Nevada or Las Vegas, Nevada.

Position Description

Under the direction of the Chief of the Administration Division, this position is responsible for recommending solutions for all human resources management issues and for developing and implementing human resources policies, directives, and practices, while supporting the Board's human resources management philosophy within the parameters of applicable federal and state laws and regulations. Such areas of focus include, without limitation, recruitment, employee relations, compensation, and personnel records.

Travel

Statewide travel may be required outside of normal business hours.

Recruitment

This is an open, competitive recruitment, open to all qualified candidates.

Minimum Qualifications

The Human Resources Manager will be selected based on special preference to the candidate's training, experience and aptitude in the field of human resources management. A qualified candidate must have: (1) a Bachelor's degree in business administration, public administration, human resources, labor relations, finance, or other applicable field of study; and (2) eight to ten years of human resources management experience resulting in broad knowledge of employee management principles and practices, personnel management, office administration, along with three to five years of supervisory experience, or an equivalent combination of education and experience.

Both education and experience can be substituted on a year-for-year basis.

The ideal candidate will have:

- A proven ability to analyze and interpret federal and state statutes and regulations relating to, without limitation, human resources, employment, and labor relations;
- Excellent communication and writing skills;
- Experience managing diverse staff and complex projects; and
- An ability to interface with staff, the public, and other federal, state, and local governmental agencies.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful candidate will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Salary

Up to \$106,394. The salary reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

Benefits

Benefits include paid medical, dental, vision care, life and disability insurance programs; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; and a tax-sheltered deferred compensation plan available. State employees do not contribute to social security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. 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](#).

How to Apply

All applicants who meet the minimum qualifications are invited to apply for this position and may do so by completing an application on the Nevada Gaming Control Board [website](#). In your cover letter, please indicate how you heard about this position. Only applications submitted through the website will be accepted.

The successful candidate must undergo or be in compliance with an FBI background check. This position requires a pre-employment drug screening. Applications will be accepted until the recruitment is satisfied, and recruitment may close at any time.

The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and does not discriminate based on 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.