



STATE OF NEVADA
DEPARTMENT OF TAXATION

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UNCLASSIFIED JOB ANNOUNCEMENT

Posted – June 25, 2024

Organizational Change Manager

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Executive Director of the Nevada Department of Taxation. The Nevada Department of Taxation is seeking an energetic, responsible, and highly motivated individual to serve as the Organizational Change Manager.

AGENCY RESPONSIBILITIES:

The Department's mission is to provide fair, efficient, and effective administration of tax programs for the State of Nevada in accordance with applicable statutes, regulations, and policies. We strive to serve the taxpayers and state and local government entities and enable and recognize Department employees.

The Department of Taxation, as an essential Executive Branch Department, is responsible for the administration of 21 different tax types which includes 3 fees. The collection and distribution of funding supports the state general fund, State education fund, local governments and the state debt service fund. This is accomplished with 413 employees in six divisions. The Department also serves as staff to five boards and commissions.

APPROXIMATE ANNUAL SALARY AND BENEFITS:

Up to \$130,678, 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.

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance, 12 paid holidays, and paid sick and annual leave. Other employee-paid benefits such as deferred compensation plans are also available.

POSITION LOCATION: Carson City, Nevada

POSITION DESCRIPTION:

The Organizational Change Manager directs, coordinates, and manages organizational change related to the implementation of the system modernization of the Unified Tax System for the Department of Taxation, Project Modernize Your Nevada Tax (MYNT). This position is responsible for instilling organizational change management principles and practices within projects and structured work efforts to

achieve desired business-related outcomes and leading, directing, coordinating, and providing visibility for the Department's change management efforts.

The Organizational Change Manager will specifically:

- Utilize organizational change methodology, principles, and practices to create a successful environment with a positive acceptance of change.
- Develop, implement, and promote an organizational-wide buy-in strategy to promote forthcoming changes while reviewing ongoing changes to identify change fatigue.
- Develop and implement detailed communications, coaching, training, sponsorship, and resistance management plans to holistically support individuals through organizational change.
- Promote the mission, vision, goals, and operating model with a benefit framework that associates the adoption to change with successful project delivery and implementation.
- Assess, evaluate, and anticipate stakeholder and organizational readiness, ability, and capacity to undergo a transition to a future state.
- Develop and implement change plans that align with the architecture/technology needs of the State while incorporating business priorities, strategies, goals, emerging technologies, industry trends and economic viability.
- Examine issues and create change plans with a long-term perspective that critically evaluates future scenarios and identifies potential problems, areas of concern, points of resistance and events that may impact employees/stakeholders and develop/implement alternate strategies to mitigate issues.
- Promote the application of skills, tools, and techniques to activities required to prepare, implement, and sustain delivered change, to include influencing individual behavior and organizational culture, facilitating new ways of working, training and evaluating benefits realization, and providing input for future change initiatives.
- Develop, implement, and provide ongoing coaching, mentoring, and training regarding change management practices to senior management, project managers, lead organizers, different State agencies, employees, and stakeholders to increase effectiveness in driving successful and sustainable change.
- Make presentations before legislative committees, executive committees, and/or other entities to justify and explain needs, priorities and outcomes of changes and participate in public hearings, meetings, and conferences to explain processes, resolve concerns, and address problems.
- Solicit feedback to assess the success of change management activities to ensure alignment with strategic goals and objectives.
- Develop and submit analytical, narrative, and statistical reports regarding organizational change management activities and outcomes.
- Perform other related duties as assigned.

TO QUALIFY:

- Excellent written, oral, and interpersonal communication skills is required.
- Experience driving change within an organization.
- Bachelor's degree from an accredited college or university in business administration, public administration, or closely related field and four years of professional experience in the development, implementation, evaluation and management of program(s) and activities which must include one year of experience in the development and implementation of organizational change management and/or project management.
- Certification in Project Management and/or Organizational Change Management preferred.

TO APPLY:

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

Department of Taxation
Attn: Tina Padovano
Email to tpadovano@tax.state.nv.us
or mail to:
3850 Arrowhead Drive Second Floor
Carson City NV 89706

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT: Organizational Change Manager

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. Open until recruitment needs are satisfied.

A criminal history check and fingerprinting are required as a condition of employment.

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.