



**CELESTENA GLOVER**  
*Executive Officer*

**JOE LOMBARDO**  
*Governor*

STATE OF NEVADA  
**PUBLIC EMPLOYEES' BENEFITS PROGRAM**  
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Telephone 775-684-7000 | 702-486-3100 | 1-800-326-5496  
<https://pebp.nv.gov>

**JOY GRIMMER**  
*Board Chair*

## **UNCLASSIFIED JOB ANNOUNCEMENT**

**Posted: June 25, 2025**

**Closing: July 4, 2025**

### **Public Employees' Benefits Program (PEBP) Executive Officer**

#### **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 PEBP Board and is subject to approval by the Governor in accordance with NRS 287.0424.

#### **AGENCY RESPONSIBILITIES:**

The Public Employees' Benefits Program (PEBP) administers a self-funded group health and life insurance program, which offers medical, prescription drug, dental, basic life and long-term disability benefits. PEBP's insurance plans include a Consumer Driven Health Plan (CDHP), a Low-Deductible PPO Plan, a Premier EPO Plan, and a Health Maintenance Organization (HMO) plan. PEBP also coordinates the transition of retirees with Medicare Parts A and B to an Individual Medicare Exchange program.

PEBP covers eligible state employees and retirees, including eligible employees of the Nevada System of Higher Education, as well as certain non-state local government employees and retirees, and certain members of the Nevada Legislature. Dependents of the above-mentioned groups may also be covered. The total enrollment in all PEBP plans is approximately 73,000 participants who reside in Nevada and outside Nevada.

PEBP is governed by an eleven-member board. All members are appointed by the Governor. For more information on PEBP visit the website at [www.pebp.state.nv.us](http://www.pebp.state.nv.us).

#### **APPROXIMATE ANNUAL SALARY:**

Up to \$174,967 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:**

This position reports to the Director of the Nevada Health Authority. The Executive Officer is responsible for providing guidance and recommendations to the PEBP Board regarding strategic planning, plan design, contribution/rating methodologies, Program budget, participant concerns and other policy matters. This position is responsible for the overall, high-level management of a team of over 30 staff which includes customer service, accounting, quality control and information technology services for the Agency. The Executive Officer is required to oversee PEBP operations, including but not limited to:

- Fiscal oversight of PEBP and its related budget responsibilities.
- Working in partnership with Nevada Health Authority and PEBP's contracted actuary/consultants/third party administrator to provide Board reporting on annual rate setting that is actuarially sound and aligns Board direction with state budget constraints.
- Oversight of Agency personnel, operations and vendor relations.
- Interpretation and implementation of all Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) in performing all functions of the Agency.
- Representing the Agency to all branches of State government and all Program stakeholders.
- Providing the Board with detailed reporting on plan status, benefit design, compliance with federal and state mandates and the fiscal performance of the plans, on a regular basis and in accordance with Nevada Open Meeting Law.
- Representing the Agency at legislative and budget hearings; providing legislative testimony; and reporting outcomes and potential plan impacts to the Board.

**EDUCATION AND EXPERIENCE:**

It is preferred that the person selected possesses:

- A bachelor's degree from an accredited college or university with a degree in business administration, health sciences, or public administration or an equivalent degree, as determined by the Director (per NRS 287.0424 as amended by SB 494 (2025));
- Possess at least 5 years' experience in a high-level administrative or executive capacity in the field of health care administration, health insurance, management of employees' benefits or risk management, including, without limitation, responsibility for a variety of administrative functions such as overseeing contracts, the development of benefits under health insurance programs or the management and structuring of health insurance programs (per NRS 287.0424);
- Demonstrated effective leadership and communications skills (oral & written), including public speaking experience;
- Demonstrated successful staff supervision and staff development; and
- Demonstrated ability to work with and effectively interact with a wide variety of constituencies (e.g. the PEBP Board, retirees, legislators, active employee groups, Governor & staff, etc.).
- Base Knowledge, Skills and Abilities (preferred at time of application):
- Management experience in the public sector.

- Benefits Specialist certification from the International Foundation for Employee Benefit Plans or similar program.
- Experience working effectively with an appointed Board of Directors.
- Experience testifying before a legislative body.

The best candidates will be knowledgeable about healthcare program administration and possess a working knowledge of budgeting and rate setting processes in addition to health insurance procurement at the state level. Candidates must be excellent communicators with the PEBP Board, PEBP participant stakeholder groups, the Governor, legislators, and vendor representatives. The best candidates will also have experience working with both active employee and retiree groups.

Persons offered employment in this position must submit to a pre-employment criminal history check and fingerprint background investigation.

### **PROCESS:**

Applications will be screened for minimum qualifications and experience. If there are more than five (5) qualified applicants, the submittals of all qualified applicants will be reviewed by a PEBP Subcommittee at an open meeting where the subcommittee will select the top five (5) applicants to be invited to interview. If there are five (5) or fewer qualified applicants, all qualified applicants will be invited to interview *during a special public Board meeting*. Final appointment will be made by the Director of the Nevada Health Authority with approval of the Governor as required by SB 494 (2025). Information submitted by applicants may become public at that time (confidential information will be redacted).

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL July 4, 2025.**

### **HOW TO APPLY:**

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

Agency HR Services  
 Attention: Eva Perez  
[agencyhr@admin.nv.gov](mailto:agencyhr@admin.nv.gov)  
 400 W. King Street, Suite 406  
 Carson City, NV 89703  
 775-684-0201  
 775-687-1150 (fax)

### **Letter Of Interest:**

Address each of the following topics in a letter of interest, to accompany your resume. Please be thorough but concise:

1. Describe your professional experience working with a diverse stakeholder group and insurance. Specifically, include your experience with any health care providers, insurance carriers, third-party administrator vendors, a board of directors, active employee program members retired program members, or other individuals who receive insurance or

benefits, and federal partners, state legislative bodies and other elected officials, including the Attorney General Office.

2. Describe your communication style with each of the following:
  - a. Direct supervisor, executive management team members and other professional staff;
  - b. A Board of Directors, if relevant in your current role;
  - c. Elected officials; and
  - d. Other member constituencies or stakeholders.
3. Describe your contract, budgetary and financial management experience for health insurance or self-insured benefit programs in a public (i.e. state or local government) setting.
4. Describe the approach you would take in working with the Director and PEBP Board to set benefit plan design priorities and ensure member needs are met.
5. Please include a description of your management and leadership style, along with recent successes and why they were successes and how they are relevant to the role you're applying for with the Nevada Health Authority.
6. Describe your philosophy on the development of staff and the successes you have had with this approach.
7. Describe your vision for the role as Executive Director of PEBP and how your experience and qualifications would support the mission of PEBP as part of the Nevada Health Authority.

***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.***