

Joe Lombardo  
Governor

Richard Whitley, MS  
Director



# DEPARTMENT OF HEALTH AND HUMAN SERVICES

## PATIENT PROTECTION COMMISSION

*Helping people. It's who we are and what we do.*



Malinda Southard, DC  
Executive Director

Dr. Ikram Khan  
Commission  
Chairman

### UNCLASSIFIED JOB ANNOUNCEMENT

Posted – January 2023

## **Administrative Assistant, Nevada Patient Protection Commission**

Location: Carson City or Las Vegas

#### **RECRUITMENT OPEN TO:**

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

#### **AGENCY RESPONSIBILITIES:**

The Nevada Patient Protection Commission (PPC) was established pursuant to Nevada Revised Statutes (NRS) 439.902 through NRS 439.918. The PPC is located within the Department of Health and Human Services (DHHS) Director's Office and pursuant to NRS 439.916, the PPC is charged with a systematic review of issues relating to the health care needs of residents of this State and the quality, accessibility and affordability of health care; including, without limitation, prescription drugs, in this State.

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

Up to \$54,127 annually, depending on qualifications, education, and experience.

#### **POSITION DESCRIPTION:**

This is a permanent, State unclassified position. Current Nevada residency is required.

Under general direction of the PPC Executive Director, the Administrative Assistant is responsible for broad clerical, secretarial and administrative support duties for the PPC generally described in overview as completing summary meeting minutes for all PPC and subcommittee meetings, maintaining compliance with Open Meeting Law for all PPC and subcommittee meetings and ensuring all meeting documentation materials are completed, posted, and distributed by strict deadlines. Further ensuring all meeting logistical support arrangements are completed for virtual or in-person meetings of the PPC and subcommittees and expected to work both independently and as a team player.

#### **Job Duties:**

- In addition to a broad variety of clerical, secretarial and administrative support duties for the PPC, this position must assist in researching complex topics related to improving the affordability, accessibility, and quality of health care in this State as directed by the PPC or PPC Executive Director and review documents, including complex documents such as legislative or policy language.
- Requires advanced organization and communication skills, and strong decision-making and critical thinking skills.

- Act as a liaison for the PPC Executive Director regarding PPC activities, operations, and subcommittees; and assist in coordinating communications with the Governor’s Office, Legislative Council Bureau, state directors, administrators, agency managers, leaders of external entities, community groups, and the general public.
- Responsible for maintaining compliance with Open Meeting Law for all PPC meetings; ensuring all meeting documentation materials are completed, posted, and distributed by strict deadlines; and guaranteeing all meeting logistical support arrangements are completed for virtual or in-person meetings of the PPC.
- Attend Commission meetings and subcommittee meetings and other meetings relating to the duties of the Commission; and
- Perform other duties, as assigned.

**QUALIFICATIONS:**

- Graduation from high school or equivalent education.
- Three years of relevant work experience as a secretary or administrative assistant or an equivalent combination of education and experience is preferred.
- Experience with Microsoft Word and Outlook.
- Exceptional time management skills required and an ability to complete tasks in a timely and efficient manner, without prompting, both independently and collaboratively;
- Superior organization and prioritization skills and must be meticulous and detail oriented.
- Demonstrated professional mannerisms in oral and written communication.
- Resourcefulness and ability to work proactively - thinking ahead.
- Flexibility and ability to manage competing demands; must be able to manage a myriad of on-going tasks in a fast-paced environment and adjust to changes.
- Preferred experience working within and knowledge of business or government organizations.
- Previous experience working with the Nevada Legislature is a plus.

**COMPETENCIES:**

- Ethics/integrity: - Maintains confidentiality; acts with integrity; promotes ethical conduct.
- Communication: - Obtains and accurately/promptly conveys information both verbally and in writing.
- Accountability: - Accepts responsibility for quality and timeliness of work, and functions independently and as a valued team member.
- Adaptability: - Understands political realities and implications; offers additional effort during crisis situations; and accepts changing work conditions.

**WORK ENVIRONMENT:**

- This is a full-time, State unclassified position; current Nevada residency is required.
- Position may be initially located remotely with understanding that on or before July 1, 2023, the position will be physically located in either Carson City or Las Vegas office environment, dependent upon candidate pool.
- Days and hours of work are Monday through Friday, 8:00am to 5:00pm.

**OTHER DUTIES:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**

- All letters of interest, cover letters and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

**SUBMIT LETTERS OF INTEREST/ COVER LETTER + RESUME/DIRECT INQUIRIES TO:**

DHHS Director's Office Human Resources

email to: [DOHR@DHHS.NV.GOV](mailto:DOHR@DHHS.NV.GOV)

or mail to: 400 W. King Street, Carson City, NV 89703

**PLEASE REFERENCE THE FOLLOWING IN THE EMAIL SUBJECT LINE:**

Last Name/PPC Administrative Assistant

The State of Nevada is an Equal Opportunity Employer