

STEVE SISOLAK
GOVERNOR



STATE OF NEVADA
OFFICE OF GOVERNOR STEVE SISOLAK
One Hundred One North Carson Street
Carson City, Nevada 89701

NON-CLASSIFIED POSITION ANNOUNCEMENT

Position Title: Public Health Resource Officer

Position Status: Full-time

Salary Range: \$85,000-95,000

Location: Carson City, NV OR Las Vegas, NV

Position Summary/Scope of Work: The State of Nevada Office of the Governor is seeking a professional, highly organized, and energetic individual to identify and address Nevada's public health needs, inform policies, and enhance communication across all of the state's public health organizations and infrastructure. The Office will create a culture of collaboration throughout Nevada's public health systems to build and strengthen relationships with federal, state, local and non-governmental agencies to ensure public health initiatives have a positive and lasting impact in the lives of all Nevadans. The Public Health Resource Officer will:

- Identify and address Nevada's unmet needs for public health services;
- Identify and seek opportunities to obtain federal or private funding to support public health services; and
- Identify ways in which to improve coordination between providers of public health services and maximize efficiency in the delivery of public health services.
- Provide a central source of information for the use of the public concerning health care services for members of minority groups and health care issues of interest to those members;
- Identify and use any available resources for the improvement of the quality of health care services for members of minority groups and for increased access to health care services for those members;
- Develop and coordinate plans and programs to improve the quality of health care services for members of minority groups and to increase access to health care services for those members, including, without limitation, plans and programs that primarily serve local communities;
- Research strategies to address disparate health outcomes in: Communities of Black persons, Indigenous persons and persons of color resulting from systemic racism and structures of racial discrimination; and Rural communities and other underserved communities;
- Hold conferences and provide training concerning cultural diversity in the workplace for public and private entities that offer services in the field of health care, including, without limitation, providing recommendations and opportunities for training for such public and private entities to improve recruitment of members of minority groups;
- Whenever possible, incorporate the use of bilingual communication in its programs and activities;
- Publicize health care issues of interest among statewide partners;
- Develop and carry out such other programs and activities as the Office deems appropriate.

Minimum Education Required: Bachelor's degree in public health, public administration, or other related discipline **OR** a minimum of five years of applicable experience or an equivalent combination of education and experience as described above.

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.

Preferred Experience: Applicants preferably have five years of progressively responsible program support experience which includes duties such as coordinating with diverse stakeholders with diverging agendas, developing and presenting complex data driven reports to drive strategic policy recommendations to diverse audiences, and identifying grant funding opportunities to address programmatic gaps.

Skills Required:

- Ability to maintain discretion and confidential information
- Computer literate with a working knowledge of Microsoft Suite
- Exceptional verbal and written communication skills
- Strong attention to detail
- Excellent organizational skills
- Ability to multi-task
- Professional attitude
- Fluent in Spanish as a second language is highly desirable

Benefits Include:

Medical, dental, vision care, life and disability insurance programs are available; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a Medicare deduction is required. 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.

To Apply:

Interested applicants must submit their cover letter, resume and a list of professional references to: Tim Robb – t.rob主@health.nv.gov. Applicants will be considered until recruitment needs are satisfied.