



**DEPARTMENT OF BUSINESS AND INDUSTRY  
OFFICE OF THE DIRECTOR**

**Announces a Recruitment for the Position of  
State Apprenticeship Director**

**RECRUITMENT:** The State of Nevada, Department of Business & Industry is seeking qualified applicants for the position of State Apprenticeship Director. This is an open competitive recruitment, open to all qualified persons. This is an unclassified position that is appointed by and serves at the pleasure of the Department of Business & Industry, State of Nevada Labor Commissioner.

**AGENCY RESPONSIBILITIES:** The State Apprenticeship Director serves in the Office of Labor Commissioner and is charged with carrying out, interpreting, and administering the provisions of Chapter 610 of the Nevada Revised Statutes (NRS) and providing advice and guidance to the State Apprenticeship Council.

**POSITION RESPONSIBILITIES:** Under the direction of the Labor Commissioner, the State Apprenticeship Director shall:

- Keep a record of agreements and their dispositions.
- Issue certificates of completion of apprenticeship at the request of the local joint apprenticeship committee.
- Promote apprenticeship programs through public engagement activities and other initiatives.
- Ensure information and resources related to applications for new apprenticeship programs are made available to the public, including information related to technical assistance and requirements.
- Establish and maintain an Internet website that provides information regarding apprenticeship programs to the public.
- Assist the Council in identifying opportunities for linkages and coordination with the State's economic development strategies and workforce investment system that is paid for wholly or in part with public money in accordance with 29 C.F.R. § 29.13.
- Coordinate community-based outreach initiatives designed to promote apprenticeship opportunities among students, displaced workers, and other persons who face barriers to entering the workforce.
- Prepare budgets and compile annual reports for the Legislature and the Governor.
- Perform other administrative duties on behalf of the Council.
- Perform such other duties as are necessary to carry out the intent and purposes of NRS 610.

**QUALIFICATIONS/REQUIREMENTS:**

- At least five years of progressively responsible experience in management and business administration, preferably in a regulatory environment or human resource management.
- Four-year college degree in business or public administration, economics, political science, human resource management, or related field preferred.
- Proven ability to read, analyze and interpret statutes and regulations.
- Oral and written skills sufficient to render quality communications and advisory opinions to the Governor, the Legislature, and other pertinent officials or persons.
- Knowledge of Chapter 610 of the Nevada Revised Statutes (NRS) and knowledge of Apprenticeship programs and their ability to serve both employers and employees.

**ANNUAL SALARY:** Up to \$83,591. Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced gross salary. The State of Nevada offers an excellent benefits package that includes a retirement system, paid health, vision, dental, life, and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee-paid benefits such as a deferred compensation plan are also available.

**LOCATION/TRAVEL:** This position will be based in Las Vegas at the State Business Center on 3300 W. Sahara Ave. Periodic in-state travel will be required.

**RESUMES WILL BE ACCEPTED UNTIL:** Position is filled.

**SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:**

Director of Business and Industry  
c/o Sandra Nunnelee  
1830 E. College Parkway Ste. 200  
Carson City, NV 89706  
Or to [SNunnelee@business.nv.gov](mailto:SNunnelee@business.nv.gov)

*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.*