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Deputy Director

**DEPARTMENT OF BUSINESS AND INDUSTRY  
DIVISION OF INDUSTRIAL RELATIONS**

**UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – January 16, 2024

**DEPUTY DIVISION ADMINISTRATOR, MINE SAFETY AND TRAINING**

The Nevada Division of Industrial Relations (DIR) is seeking qualified applicants for the position of Deputy Division Administrator to oversee its Mine Safety and Training Section (MSATS).

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This is a full-time, unclassified position that is appointed by and serves at the pleasure of the Division Administrator.

**RESPONSIBILITIES:**

Under the direction of the Division Administrator, the Deputy Division Administrator of Mine Safety and Training, also referred to as the Chief Administrative Officer (CAO), is charged with the administration of statutory programs and policies pursuant to the Nevada Revised Statutes, Chapter 512. The incumbent manages Mine Safety and Training statewide, with a goal of continuing to reduce the frequency and severity of mine accidents, injuries, occupational illnesses, and fatalities to the greatest extent possible by performing statutory requirements.

**APPROXIMATE ANNUAL SALARY:**

Up to \$103,890 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.* \*Salary does not reflect an 11% increase which will go into effect July 1, 2024.

**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 available.

**POSITION DESCRIPTION:**

The Deputy Administrator (CAO) is responsible for daily oversight of Mine Safety and Training, Industrial Hygiene, and Boiler/Pressure Vessel Services as follows:

- **Mine Safety Services:** Consultation and technical assistance, inspections, investigation of accidents and complaints, explosive storage, and transportation.
- **Training Services:** New miner training, annual refresher training, underground training, instructor training, specialty mining.
- **Industrial Hygiene Services:** Air sampling, noise evaluations, ventilation and gas surveys, hazardous chemicals, respirator training, PPE recommendations, heat stress, soil

sampling, and workplace health.

- **Boiler/Pressure Vessel Services:** Boiler inspections, pressure vessel inspections, technical assistance.

The CAO:

- Conducts biweekly executive, and regular MSATS staff meetings and training.
- Oversees the development and monitoring of the annual MSATS state budget.
- Ensures compliance with grant application and reporting requirements from the federal Mine Safety and Health Administration (MSHA).
- Attends Mine Oversight and Accountability Commission (MOAC) meetings and makes presentations as requested.
- Oversees preparation of the annual report to the Governor and MOAC required under NRS 512.040.
- Coordinates mine safety activities with MSHA, state agencies, local governments, and other stakeholders and represents the Division at meetings and conferences.
- Collaborates activities with other sections within the Division of Industrial Relations as needed and directed by the Division Administrator.
- Is responsible for the indirect supervision of 13 staff and direct supervision of 3 staff members.

#### **TO QUALIFY:**

- Completion of or enrollment in a bachelor's or master's degree program in public administration, human resources, business administration, environmental health, biology or related field; 7 years of technical, operational or management experience in at least 2 of the following areas: mines, mills, beneficiation plants or smelters; and at least 3 years of experience in underground mining (NRS 512.020). Work experience should include management of a safety and health function in a private sector or public agency to encompass hazard identification, evaluation in relation to existing standards, control, design, and verification as related to mining operations.
- Thorough working knowledge and understanding of 30 CFR and NRS 512 and experience in compliance/enforcement of regulations.
- Excellent oral and written communication, management, and organizational skills.
- Excellent human relations skills with demonstrated ability to build effective working relationships inside and outside state government and resolve personnel matters as they arise.
- Ability to work with the media.
- Knowledge of software programs including all components of the Microsoft Office suite, Adobe Acrobat Professional, and web-based applications.
- Practical experience and a demonstrated ability to design, develop, and implement concepts and programs related to mine safety and training.
- Excellent ability to provide effective administrative oversight to each MSATS office.

**POSITION LOCATION:** Carson City, Nevada.

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL 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. Resume must include a detailed description of employment history to include name and addresses of employers including reasons for leaving, scope of responsibility, and three professional references.

**TO APPLY:**

**SUBMIT LETTERS OF INTEREST/RESUMES/DIRECT INQUIRIES TO** Marisa Santizo  
at [msantizo@dir.nv.gov](mailto:msantizo@dir.nv.gov).

Subject line: DEPUTY DIVISION ADMINISTRATOR, MINE SAFETY AND TRAINING CAO

*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.*