NEVADA STATE BOARD of
DENTAL EXAMINERS

Employment Committee
Teleconference Meeting

January 25, 2020
9:00 A.M.

PUBLIC BOOK
Current Executive Director Duties
Re-Classification of Job Titles and Job Duties: REVISED

Executive Director:

Oversee day to day administrative operation of Board office
Oversee Board Financials-Budget (Payroll, Benefits, Invoices & Budget)
Oversee Board Meetings, Agenda & Minutes
Oversee State Audit
Track Contracts
Certify Board Minutes
Oversee Calibration of IC, Anesthesia Inspectors and DSO's
Oversee Compliance of NRS and NAC Chapter 631
Legislative Matters (Sessions and Notification to Board Members)
Oversee Licensure Application Process
Process Advisory Opinion Request
Liaison to State Agencies (PERS, PEBS, Purchasing, Attorney General and LCB)
Oversee Site Inspections (IC and Anesthesia)
Execute Suspension/Revocations/ Subpoenas
Yearly Review of all Board Forms and Applications
Oversee and process all complaints-false advertising, malpractice claims
Oversee monitoring of stipulation agreements (payments, CE's, daily logs)
Approval CE's pursuant to Stipulation Agreements
Interim Finance Reports
Attend AADA and AADB Meetings
LCB Quarterly reporting, Reporting to all State Agencies
Report to NPDB
Reports to Interim Finance, Secretary of State, State Controllers and State Archives
Attend Informal Hearings
Liaison to GL Suites
Sample of State ED Job Postings
State Bar of Nevada's Career Center

Washoe Legal Services
Executive Director

Apply Now

Description
Washoe Legal Services (WLS) is seeking an Executive Director with strong interpersonal skills who is highly motivated to lead and maintain WLS’s high quality and effective legal aid services. WLS is a private 501(c)(3) non-profit legal aid organization located in Reno (Washoe County) Nevada. WLS provides northern Nevada's most vulnerable populations access to justice, regardless of their ability to pay, to protect their rights, safety and family stability.

RESPONSIBILITIES
The Executive Director oversees all aspects of WLS, including the daily operations of the organization, financial management, personnel, program development, and compliance. The Executive Director is responsible for implementing WLS’s strategic plan and serves as the organization’s primary spokesperson.

This position works closely with the Board of Trustees, various courts in northern Nevada, the State Bar of Nevada, other government agencies as well as other non-profit organizations to identify and serve the legal needs of northern Nevada’s most vulnerable populations.

The Executive Director leads the organization in development, fundraising, and resource development ensuring compliance with current grants and contracts, grant applications, and fundraising events. The Executive Director is responsible for leading efforts to ensure WLS’s presence in the communities we serve and state-wide.

The position leads, manages, and supervises staff by building a team environment, encouraging professional development, encouraging a work-life balance, and leading efforts in hiring with an emphasis on diversity.

Requirements

QUALIFICATIONS

• A valid Nevada Bar License.
• Must have strong commitment to the mission and goals of WLS and a thorough understanding of its work.

• Minimum of five years working in a non-profit organization.

• Minimum of three years of experience in civil legal aid is preferred.

• Minimum of two years' experience managing organizations, teams, practice groups, or equivalent.

• Excellent skills in written and oral communication and research; public speaking and networking.

• Must have the ability to think strategically, with a proven ability to translate strategies into program activities.

• Strong budget management skills, including budget preparation, analysis, decision making and reporting.

• Experience with managing payroll and employee benefits, procurement and maintaining insurance, and general oversight of programs.

• Experience with grant writing and fundraising is highly desirable.

• Personal characteristics including a high level of professionalism, integrity, honesty, self-confidence, strong work ethic, and humility.

NOTES:

Full-time employees receive a generous benefits package that includes ample paid time off, a 401k with a 3% employer match, and medical, dental and vision coverage (employer covers 100% of employee premiums and 75% of dependent coverage).

WLS is an Equal Opportunity Employer.

TO APPLY:

If you wish to apply for the position of Executive Director of Washoe Legal Services, please send a cover letter, resume and reference list to board@washoelegalservices.org. All applications must be received on or before January 27, 2020.
Career Opportunity

Nevada Commission for Persons who are Deaf and Hard of Hearing

Executive Director

Aging and Disability Services Division (ADSD) is accepting resumes for an Executive Director position of the Nevada Commission for Persons who are Deaf and Hard of Hearing. This position may be in Carson City or Las Vegas depending on the most qualified applicant and the needs of the agency. This position is in the unclassified service. The incumbent will serve at the pleasure of the Administrator of the division.

The primary responsibility of the Executive Director for the Commission is to develop and supervise achievements of Commission goals including monitors and reports on the Strategic Plan. This position has the responsibility for continual contact with public and private organizations, State offices, and legislators involving discussion, explanation and interpretation of policies, rules and regulations of state and federal programs affecting citizens who are deaf, hard of hearing, or speech impaired. The Executive Director represents the Commission, its programs and policies publicly, requiring public speaking, interpreting of laws and policies, and handling of difficult circumstances involving the Commission and services for the deaf, hard of hearing, or speech impaired. This includes research and analysis, technical assistance on planning and organizational activities to carry out the strategic plan and Commission activities.

The position is also responsible to assist in the preparation of the Commission’s budget and recommendations to the Commission and ADSD. Oversees compliance with state administrative and procurement requirements for grants/contracts for Commission approved projects. Reviews and approves expenditure reports to ensure compliance with any laws or regulations.

The position facilitates arrangements for Commission meetings to include preparation of agendas, distribution of all meeting materials, scheduling and arrangement of accessible meeting rooms, transportation and accommodations for Commission members and the public, and preparation of public notices and meeting minutes. This includes assistance to Commission Chairperson as necessary for conducting Commission business in an orderly and effective manner, develop and implement procedures for Commission operations, and staffing of commission meetings.

The Aging and Disability Services Division (ADSD) provides an atmosphere of innovative thinking, teamwork, friendly coworkers, and promotes a positive work environment. The mission of ADSD is to provide leadership and advocacy in the planning, development and delivery of a high quality, comprehensive support service system across the lifespan to allow all of Nevada’s elders, children and adults with disabilities or special health care needs, to live independent, meaningful and dignified lives to the greatest extent possible. The responsibility of ADSD is to ensure the provision of effective supports and services to meet the needs of individuals and families.
EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in public administration, government affairs, business administration, or related field and one year of professional experience in program development and evaluation which required the application of regulations, laws, policies and procedures in making determinations; OR an equivalent combination of education and experience.

PREFERRED EXPERIENCE: Individual who has experience working with people who are deaf, hard of hearing or speech impaired; proficient in American Sign Language.

SKILLS and KNOWLEDGE: *General knowledge of:* state government policies and processes, familiarity with open meeting laws, and deaf culture. *Ability to:* evaluate program effectiveness and recommend innovative and improved procedures and practices to enhance program services; coordinate program activities with professionals from a variety of disciplines; interpret regulations and laws; make independent decisions that impact the quality of services provided; identify policy issues which require management resolution; conduct needs assessments and interpret results including development of strategic plans; develop statistical and analytical reports; interpret case and program budgets and financial statements; plan and conduct meetings; research, develop and manage grant proposals and projects.

SALARY AND BENEFITS: As a full-time position compensation is approximately $71,756 annually. Excellent benefits package including health, dental and vision insurance, Public Employees’ Retirement System (PERS) Plan, paid vacation, 11 paid holidays, and no state, county, city or social security tax. Other employee benefits such as life and disability insurance, and deferred compensation plans are available.

For further information or to apply, please submit your resume or Curriculum Vitae with a letter of interest and three (3) professional references to: Lori Gaston
ADSD Human Resource Analyst
1391 S. Jones Blvd.
Las Vegas, NV 89146
Lgaston@adsd.nv.gov

Applications will be accepted until recruitment needs are satisfied.

In the Subject line, please reference: *Deaf Commission Executive Director*

*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.*
Example of Current NSBDE
Job Posting-
Deputy General Counsel
Position Title: Deputy General Counsel

Position Status: Full-time

Gross Salary: Depending on experience, the salary range is:

$77,000.00 to $82,000.00

Location: Las Vegas. Travel throughout Nevada is required.

Position: Unclassified position entitled to standard state benefits; serves at the will of the Nevada State Board of Dental Examiners. The position is funded through professional licensing fees.

Position Summary/Scope of Work: Report to the Nevada State Board of Dental Examiners, this unclassified position is responsible for prosecuting licensees who violated the statutes and/or regulations and provide counsel to staff. Duties include prepare and argue written pleadings and briefs, legal research, process investigative complaints, conduct informal and formal hearings relative to licensed dentists and dental hygienists, written pleadings, briefs and hearings in District Court cases for illegal practice of dentistry. This position requires the use of standard office equipment, ability to communicate in person and over the telephone. Further, position may have direct supervisory responsibilities over a legal assistant. May not work for another employer or be in private practice.

Minimum Education & Licenses Required: Graduation from an accredited four year college or university and graduation from an accredited law school. Applicants must possess a valid Nevada driver’s license at the time of appointment and must be admitted to and in good standing with the Nevada State Bar of Nevada, Nevada Federal District Court and admitted to the Federal Ninth Circuit Court of Appeals.

Preferred Experience: Minimum of three (3) years of legal experience in the area of administrative law related to the prosecution and/or defense of administrative matters of health care professionals at state and federal levels. The applicant’s legal
background should also include drafting and reviewing contracts. Applicant should also have experience in representing administrative agencies before regulatory bodies and the Nevada Legislature. Applicants should have a working knowledge of the Nevada civil and criminal statutes, Nevada Rules of Professional Conduct, Nevada rules of evidence, local court rules and Nevada Rules of Appellate Procedure and Constitutional law.

**Skills Required:** Applicants must be skilled in verbal and written communications, planning, computer software, prioritizing and executing deadlines without need for supervision. Applicants must be highly professional, well organized and self-motivated.

**Note:** This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letter, application, and a list of professional references no later than **September 18, 2019** to:

Nevada State Board of Dental Examiners  
6010 S Rainbow Boulevard, Suite A1  
Las Vegas, Nevada 89118  
FAX: (702) 486-7046  
Email: nsbde@nsbde.nv.gov
Employment Application

Deputy General Counsel Position – Applicant Information

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Date:</th>
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<td>Address:</td>
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<tr>
<td>Street Address</td>
<td>Apartment/Unit #</td>
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<td>City</td>
<td>State</td>
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<td>Phone:</td>
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<td>E-mail Address:</td>
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<tr>
<td>Date Available:</td>
<td>Social Security No.:</td>
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<td>Desired Salary:</td>
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Position Applied for: **Full-time Deputy General Counsel**

Are you a citizen of the United States? YES NO
If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO
If yes, when?

Have you ever been convicted of a felony? YES NO
If yes, explain:

**Education**

**Undergraduate**

College/University: Address:

From: | To: | Did you graduate? YES NO Degree:

**Law School/College**

Address:

From: | To: | Did you graduate? YES NO Degree:

**Other**

Address:

From: | To: | Did you graduate? YES NO Degree:

**Law License**

Please list all states where you have been issued a law license and license information:

<table>
<thead>
<tr>
<th>State:</th>
<th>License Number:</th>
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<tbody>
<tr>
<td>Issue Date:</td>
<td>License Status (Active, Inactive, etc.):</td>
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<tr>
<td>Is the license in good standing: Yes or No</td>
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</table>

**Employment History**
Company: 
Address: 
Supervisor: 
Job Title: 
Responsibilities: 
From: 
To: 
Reason for Leaving: 
May we contact your previous supervisor for a reference? YES NO

Company: 
Address: 
Supervisor: 
Job Title: 
Starting Salary: $ Ending Salary: $ 
Responsibilities: 
From: 
To: 
Reason for Leaving: 
May we contact your previous supervisor for a reference? YES NO

Company: 
Address: 
Supervisor: 
Job Title: 
Starting Salary: $ Ending Salary: $ 
Responsibilities: 
From: 
To: 
Reason for Leaving: 
May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: 
From: 
To: 
Rank at Discharge: 
Type of Discharge: 
If other than honorable, explain:

**Disclaimer and Signature**

I certify that my answers are true and complete to the best of my knowledge. 
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: ____________________________ Date: _________________