

STATE OF NEVADA

JOE LOMBARDO  
Governor

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SANDRA MASTERS, Board Member  
TAMMARA M. WILLIAMS, Board Member  
MICHAEL A. URBAN, ESQ., Board Member



DR. KRISTOPHER SANCHEZ  
Director

BRUCE K. SNYDER  
Commissioner

MARISU ROMUALDEZ ABELLAR  
Executive Assistant

DEPARTMENT OF BUSINESS AND INDUSTRY  
GOVERNMENT EMPLOYEE-MANAGEMENT  
RELATIONS BOARD

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – July 11, 2024

**Commissioner, Government Employee-Management Relations Board**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the five-member Government Employee-Management Relations Board.

**AGENCY RESPONSIBILITIES:**

The Government Employee-Management Relations Board (EMRB), a Division of the Department of Business and Industry, fosters the collective bargaining process between governments and their labor and employee organizations (i.e., unions), provides support in the process, and resolves disputes between governments, labor and employee organizations, and individual employees as they arise.

**APPROXIMATE ANNUAL SALARY:**

Up to \$124,068 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.*)

**BENEFITS:**

The State benefits package includes a defined benefit pension plan (PERS); paid health, dental, life and disability insurance; 12 paid holidays; paid sick and paid annual leave. Other employee paid benefits such as deferred compensation plans are available.

**POSITION DESCRIPTION:**

This position reports to the five-member Government Employee-Management Relations Board. With respect to:

- **Agency Administration:** As the agency administrator, responsible for day-to-day operation of the agency; resolves personnel and payroll issues; responds to public inquiries and public records requests; and ensures compliance with Statewide and department policies and procedures.
- **Case Management:** Reviews filings for conformance with the rules; answers inquiries from attorneys and staff; expedites late filings; grants extensions of time; drafts notices of hearing; conducts prehearing conferences; conducts settlement conferences; drafts minor orders for Board review; drafts order summaries; and resolves issues involving cases, including providing guidance.
- **Board Meetings:** Drafts agendas; reviews Board materials prior to each meeting to serve as a resource for Board member questions; handles procedural and logistical issues during meetings; drafts minutes; and updates Board members on agency issues.

- **Finance:** Manages budget and meets with fiscal staff on budgetary issues; formulates budget proposals and work programs in conjunction with fiscal staff; oversees annual invoice process including recommending rates to the Board; reviews purchases; and monitors internal controls.
- **Legislation:** Drafts bill requests; monitors legislation; testifies before the legislature; drafts fiscal notes; and answers inquiries.
- **Regulations:** Drafts proposed regulations in conjunction with the Legislative Counsel Bureau; conducts workshops; conducts public hearings; and prepares the regulations packet for the Legislative Commission and testifies before the same.
- **Relationships:** Builds strong relationships to advance the interests of the agency. These include Board members, agency staff, attorneys and their legal staff, labor leaders, human resource professionals, department executives, department fiscal and IT staff, and employees from the Legislative Counsel Bureau and the Governor's Finance Office, among others.
- **Other Duties:** Conducts representation elections; provides training services to the user community and keeps them informed through newsletters and other mailings; speaks before trade groups; and develops a working knowledge of the law governing the agency, including NRS Chapter 288, NAC 288, and prior Board decisions.

### **TO QUALIFY:**

To be considered for this position, an applicant must have the following qualifications:

- Bachelor's degree in business administration, public administration, human resources, labor relations or a related field.
- Four years minimum experience in labor law/labor relations, preferably in the public sector.
- Excellent verbal and written communication skills.
- Working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint.
- Juris Doctor from an accredited law school desirable, *but not required*.

### **SELECTION PROCESS:**

Applications will be accepted through August 31, 2024. The applicants will be reviewed to determine those with the most appropriate qualifications. Those individuals will then be invited to Las Vegas for an interview at their own expense. Please note: In accordance with the Nevada Open Meeting Law, all interviews conducted by the Board will be held in an open meeting scheduled for October 9, 2024. Resumes/applications will be made available to the public.

### **POSITION LOCATION:**

Las Vegas, Nevada

### **TO APPLY:**

*Submit letters of Interest/Resumes/Direct Inquiries to:*

Government Employee-Management Relations Board

Attn: EMRB Board Secretary

3300 W. Sahara Avenue, Suite 490

Las Vegas, NV 89102

or email to: [emrb@business.nv.gov](mailto:emrb@business.nv.gov).

**In the subject line please reference: EMRB Commissioner**

**Letters of Interest and Resumes will be accepted until **August 31, 2024****

*The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.*

**ABELLAR, MARIA SOCORRO ROMUALDEZ**

# Maria Socorro Romualdez Abellar

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9969 Erie Stream Way  
Las Vegas, NV 89148  
[MaBellar63@gmail.com](mailto:MaBellar63@gmail.com)

(702) 325-9658

 <https://www.linkedin.com/in/marису-romualdez-abellar/>

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Brent C. Eckersley, Esq., Chair  
Michael Smith, Vice-Chair  
Sandra Masters, Board Member  
Tammara M. Williams, Board Member  
Michael A. Urban, Esq., Board Member  
**Employee-Management Relations Board**  
3300 W. Sahara Avenue, Suite 490  
Las Vegas, NV 89102

August 30, 2024

**To Chair Eckersley, Vice-Chair Smith, and Board Members:**

I am writing to express my strong interest in the Commissioner position at the Employee-Management Relations Board and the opportunity to continue the great work founded by Commissioner Bruce Snyder.

With almost ten years' experience at the EMRB serving as the Board Secretary, I am confident that I have the necessary qualifications and skills to serve as your Commissioner. As Board Secretary, I was able to closely observe the duties and responsibilities of the Commissioner. Following the lead of Commissioner Snyder, I developed good working relationships with the Board members, the Deputy Attorney General assigned to the agency, the local governments and employee associations that we serve, and with the different counsel that practice before the Board along with their staff.

I have also learned much regarding the behind the scenes work necessary for the agency to function properly, including working with the B&I Director's Office regarding department procedures and payroll issues, and the EMRB's Management Analyst and fiscal staff regarding budget issues.

I am committed and dedicated in maintaining the EMRB to the highly-respected level that it currently enjoys and, if selected, I am prepared to assist and complete a seamless transition from Board Secretary to Commissioner.

I very much appreciate the opportunity to be considered for this role. Thank you for considering my application.

Sincerely,

  
Marisu Romualdez Abellar

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# Maria Socorro Romualdez Abellar

9969 Erie Stream Way  
Las Vegas, NV 89148  
[Mabellar63@gmail.com](mailto:Mabellar63@gmail.com)

(702) 325-9658



<https://www.linkedin.com/in/marису-romualdez-abellar/>

## EXPERIENCE

October 2014 - Present

**Executive Assistant/Board Secretary, State of Nevada**  
Government Employee-Management Relations Board

Assist the Commissioner in most aspects of agency administration, including responding to inquiries from attorneys and the public by having a working knowledge of the agency's statutes, regulations, policies and procedures. Assist in working with the agency's fiscal team and Management Analyst regarding budget preparation, approval and implementation. During Board meetings, assist the Commissioner as necessary.

As Board Secretary, coordinate logistics relating to Board meetings including scheduling meeting locations and WebEx conferences; ensure the timely transmittal of Board meeting materials to the Board Members; respond to Board member inquiries; prepare and submit Board Pay requests and claims for preparation days.

Prepare and draft official documents, including notices of hearings, witness subpoenas as requested by counsel and Commissioner's Orders. Ensure orders are reviewed and approved by the Board and finalize Board orders for filing and service.

As the agency's Travel Manager, prepare and submit all travel preapprovals and travel claims according to the State Administrative Manual procedures. Procure office supplies using NevadaEPro and prepare purchase requisition requests within the parameters of the agency's budget.

Respond to public records requests in a timely manner. Maintain and update the agency's website.

October 2013 - October 2014

**Legal Secretary II, State of Nevada**  
Nevada Real Estate Division, CCICCH Program

Legal Secretary for the Nevada Real Estate Division in support of the Senior Deputy Attorney General assigned to the Division and the Common-Interest Communities and Condominium Hotels Program.

Drafted and prepared correspondence and legal documents according to jurisdictional requirements.

Prepared exhibits for Commission disciplinary cases and responded to inquiries regarding the status of cases.

Provided legal support to the CICCH compliance investigators, prepared requisition and purchase orders.

September 2006 - August 2013

**Legal Assistant, *Olson, Cannon, Gormley, Angulo & Stoberski***

Legal Assistant/Secretary for two associates handling insurance defense and coverage opinion matters.

Drafted correspondence and pleadings, including notices, orders and subpoenas, discovery requests and responses, medical records requests; prepared documents for court and electronic filing.

Responsible for initial set-up and continuing administration of arbitration and short trial files assigned to attorney from the Alternative Dispute Resolution Program.

## EDUCATION

University of the Philippines,  
College of Manila, Philippines  
(Attended 1980 to 1984, History  
Major)

University of California, Los  
Angeles, University Extension  
Attorney Assistant Training  
Program, offered in cooperation  
with the UCLA School of Law and  
approved by the American Bar  
Association.  
Certificate in Litigation, September  
1990

## SKILLS

Excellent Word, Outlook, Excel,  
PowerPoint, Adobe skills

Type 75 wpm and transcription

Experience and excellent ability  
operating, along with minor  
troubleshooting, copier, scanner,  
personal computer, Polycom video  
conference system

Maintains agency website using the  
State of Nevada Ektron Web  
(<http://emrb.nv.gov>)

Fluent in Tagalog

## INTERESTS

Volunteer Usher (The Smith's Center)

Choir Member and Cantor (Alto), Adult Choir  
Holy Spirit Catholic Church

Choir Member (Alto)  
Southern Nevada Musical Arts Society

League Bowler, Sam's Town and Sunset  
Station Strike Zone

Finally, I bleed Dodger Blue

**Bass, Tami V.**



## Commissioner, Government Employee-Management Relations Board

Tami Bass <tvbass1119@gmail.com>

Sat 8/31/2024 5:12 PM

To:EMRB <emrb@business.nv.gov>

 2 attachments (47 KB)

Tami V Bass Current Resume 03282024.docx; Coverletter for Commissioner EMRB.docx;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Please accept my submission for the above mentioned position.

Please indicate receipt.

Thanking you in advance,

Tami Bass

# TAMI VERNETTE BASS, JD

August 31, 2024

Employee-Management Relations Board Secretary  
3300 West Sahara Avenue, Suite 490  
Las Vegas, Nevada 89102

Dear Secretary:

This letter shall serve as my formal request for consideration for the position of Commissioner, Government Employee-Management Relations Board (EMRB) (Commissioner). I am keenly situated to be an immediate impact as your next Commissioner.

I have presided over hundreds of parole hearings as a Nevada State Parole Board Commissioner (1999-2007). I have been fortunate to have trained hundreds of educators, young people, parents, professionals and church leaders. I am a gifted teacher, instructor, writer, and speaker. I am well versed in the law. I believe one's work should speak for them. I believe my work speaks volumes for me.

From 2008 through January 2014, I served as the Executive Director for Intervention Health Management Services. I oversaw an in-house staff of 35 people and an independent contractor division of 150. I wrote all policies and procedures for all departments including human resources, procurement, outreach, intake, and direct care. I oversaw compliance and training. I will provide uncompromising leadership in the position of Commissioner as the day-to-day activities of the EMRB are carried out in a manner indicative of our state's tradition of excellence. Fundamentally, I understand I will help to facilitate the effectuation of the Board's mission to resolve disputes involving employees in our State.

From 2017 through 2022 I served as Executive Director/Human Resources/Compliance Officer/Credentialing Director/Training Manager for Community Network Counseling Services. I kept everyone abreast of changes in the Medicaid Services Manual and related statutes, rules, and regulations. I developed policies and procedures to cover those changes. I facilitated trainings for the employees. I audited work production and made the necessary adjustments to ensure compliance.

I am intimately knowledgeable of the Nevada Revised Statutes, Nevada Administrative Code, Federal Codes and Statutes. It is also quite apparent to me the necessity to be organized, focused, inquisitive and decisive. The state of Nevada is an ever changing, improving, and growing entity. The Commissioner must be able to operate in a seamless manner that allows the successful and fluid implementation of the policies and procedures pertaining to the work and mission of the EMRB. This position requires resolute leadership with an ability to work with all facets of the community including administrative personnel, governmental officials, agencies, stakeholders, union leaders and most importantly our workers/employees. I have that resolve and the ability to contribute in an exponential manner.

My education has brought me to this point, well equipped and able to fully execute the duties and obligations of the Commissioner. My Bachelor of Science degree as well as my Juris Doctorate degree has prepared me well for this time and this position.

I have always believed and lived by the notion that my success is measured by the success of those I serve. I am value-driven and individual achievement should never and must never come at the expense of others. It is my character to celebrate the individual and the power of the community.

At my core I care personally, I celebrate the process and the impact, and I will always create healthy relationships and community. I am committed to assisting, advocating for, and supporting workers/employees.

As is evident from my resume, I am professionally qualified for the position of Commissioner. I will be an asset to the state of Nevada, specifically the EMRB. I would appreciate an opportunity to meet with you so that we can discuss your expectations for this position. I am unwavering in my belief that upon our meeting, you will be pleased with my professional carriage and abilities.

I do appreciate the time you have taken to review my submissions. I look forward to hearing from you in the very near future.

Sincerely,

Tami V Bass

# TAMI V. BASS

**Consultant/Professional Speaker/Facilitator/Compliance Professional**

**ADDRESS** 2971 North Gateway Road

**PHONE** (702) 591-3055

**EMAIL** tvbass1119@gmail.com

Strategic leader with over 25 years of professional experience in cross functional management and advising, talent and organizational development, building high performing and engaged leadership teams. Proven strengths in strategic planning, critical thinking, effective communication, and change management that have led to achieving ambitious goals across various sectors. Professional and experienced Executive Human Resource individual, with over 25 years of extensive experience as a skilled trainer, facilitator, developer, and educator of policies and procedures. I am well versed in the Nevada Revised Statutes, Nevada Administrative Codes, Federal Statutes, and codes. I possess an in-depth knowledge of Nevada Charter School law as well as charter school best operational practices. Well versed in gauging and directing compliance. Highly motivated, and skilled in organizing, conflict resolution methods, and training; specializing in community outreach, developing excellent collaborative relationships, profile management, leadership training, and facilitating. Successful at developing and improving training programs for employees at all levels. Excellent communicator, planner, and conflict manager with advanced understanding of training needs. Experienced community activist in education and criminal justice issues, i.e., re-entry, voting rights, and prison reform.

## Skills

Proficient and successful educator

Charter School Professional

Charter School Governance

Proven Executive Director and leader

Knowledgeable in adult learning theories

Proficient Leadership Trainer and Facilitator

New-hire onboarding

Knowledge of employment law

Knowledge of criminal law and procedure

Proficient small group instructor

Life and business coach

Public speaking professional

Course development

Compliance professional

Self-motivated professional

Accomplished compliance officer

Training and development

Cultural awareness

Certified Mediator

Re-entry advocate

Community collaborator re: prison reform

Consensus Builder

Astute Presenter developer and facilitator

**Feb 2022 – Credentialing and Compliance Officer/Human Resources**

**Jan 2024** Progressive Psychiatric Services, Las Vegas, NV

- Responsible for securing credentialing with new insurance opportunities.,
- Responsible for providing expertise in writing policies and procedures.
- Responsible for answering all regulatory correspondence.
- Responsible for drafting all employment, contractor, and vendor contracts.
- Successful in representing the company before Administrative Law Judge enabling the company to resume operations.
- Ensured adherence to all statutory and regulatory regulations.

**Jan 2017- Executive Director/Human Resources/Compliance**

**Feb 2022 Officer/Credentialing Director/Training Manager**

Community Network Counseling Services, Las Vegas, NV

- Responsibilities included talent management, and onboarding,
- Wrote and codified all policies and procedures and
- Developed and facilitated training programs.
- Responsible for overseeing all hiring, grievances, procedures, employee evaluations, and severances.
- Manage new employee orientation training process for more than 30 employees each year.
- Assessed skill gaps for employees in Intake, Transportation and Logistics, Direct Services, Billing and Procurement departments and developed training courses to meet identified needs.
- Wrote and facilitated training and leadership courses for managers and supervisors.
- Responsible for all new business ventures.
- Responsible for drafting all employment, contractor, and vendor contracts.
- Ensured adherence to all statutory and regulatory regulations.
- Monitored all work and ensure compliance with all federal and state regulations.
- Supervised effective working of all subordinates and provided business and managerial assistance to all and developed effective teams

**Aug 1999- Consultant**

**Current** She Speaks, Las Vegas, NV

- Provide expert testimony in capital cases.
- Consult with re-entry service providers on efficiency of prison, ex-offender programs, and community programs.
- Facilitate workshops for various prison, inmate non-profit organizations.

- Provide long-term strategic planning for business development, policies, and procedures, writing and implementation of policies and procedures, training curriculum development, management and leadership development training, compliance.
- Initiate success of client's organization by improving performance, hiring practices and management systems by developing policies and procedures.
- Boost success of client's organization by improving performance, motivation, job satisfaction, hiring practices, training programs and management systems.
- Liaise with clients, management, and Executive team to better understand client needs and recommend appropriate solutions.

**Sep 2016- Adjunct Professor**

**Apr 2018** *Brightwood College, Las Vegas, NV*

- Included syllabus preparation, counseling enrolled students, grading assignments, and administered examinations.
- Lectured in subject areas such as political science, criminal law, legal method and process, criminal evidence, criminal procedure, ethics, and constitutional law.
- Evaluated and revised lesson plans and course content to achieve student-centered learning
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations
- Graded quizzes, tests, homework, and projects to provide students with timely academic progress information and feedback.
- Organized, prepared, and revised course material.
- Developed curriculum standards, lesson plans and syllabi

**Nov 2008 Executive Director**

**Apr 2014** *Intervention Health Management Services, Las Vegas, NV*

- Responsibilities included overseeing daily operations, for clientele, employees, and facility.
- Provided expertise in writing policies and procedures and developing training programs.
- Responsible for research and interpreting statutes, rules, and regulations to ensure compliance.
- Responsible for overseeing all hiring, grievances, procedures, employee evaluations, and severances.
- Implemented all strategic planning for company.
- Established offices, and services in Pahrump, Reno, and other locations.
- Prioritized and allocated valuable resources to meet business targets.
- Aligned department vision, goals, and objectives with company strategy to achieve consistently high results.
- Spearheaded successful business development initiatives aligned with company's strategy and core competencies.
- Managed teams of 20 professionals focused on improving company initiatives.
- Ensured adherence to all statutory and regulatory regulations
- Monitored all work and ensure compliance with all federal and state regulations.

- Supervised effective working of all subordinates and provided business and managerial assistance to all and developed effective teams

**Aug 1999 - Commissioner**

**Jul 2007** *Nevada State Parole Board, Las Vegas, NV*

- Responsibilities included overseeing parole hearings, to determine outcome and stipulations and conditions of in-mates parole and probation.
- Responsible for making decisions which protected public safety and victims.
- Received, analyzed, and processed evidence regarding in-mates parole from lawyers and other governmental agencies.
- Conducted investigations by questioning witnesses, victims, and other inmates.
- Provided guidance to administrative staff, by answering questions about public relations.
- Wrote policies and procedures for training, of commissioners, board members, and law enforcement.
- Managed, and monitored outcomes for Nevada Revised Statutes, and Nevada Administrative Codes.

**Oct 1999 - Adjunct Professor**

**Jun 2007** *College of Southern Nevada, Las Vegas, NV*

- Responsibilities included syllabus preparation, counseling enrolled students, grading assignments, and administering examinations.
- Lectured in subject areas such as political science, criminal law, legal method and process, criminal evidence, and criminal procedure.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations.
- Utilized various methods, including exams, quizzes, and assignments to assess student comprehension and monitored student performance using automated reporting system.
- Built relationships with students, mentoring on personal, professional, and academic goals while providing coaching on effective study habits.
- Encouraged class discussions by building discussions into lessons, actively soliciting input, asking open-ended questions, and using techniques to track student participation.

## Education

### **Juris Doctorate .: Jurisprudence**

*University of San Diego-School of Law - San Diego, California*

### **Bachelor of Science: Government and Public Affairs**

*Tennessee State University - Nashville, TN*

## Community Affiliations

President Delta Sigma Theta Sorority, Incorporated-Las Vegas-Alumnae Chapter 2017-2019  
 Executive Board Member  
 Executive Committee Member  
 Policies and Procedures Committee  
 Conducted all meetings for over 200 women monthly

Responsible for assisting with preparation of the budget as well monitoring the effectiveness of the budget  
Youth Advisor  
Membership Services  
Scholarship Committee Member  
Farwest Regional Leadership Team Member  
Christian Embassy Worship Center  
Church Administration, Lead  
Church Contracts Administrator  
Church Board Member  
Founder and Board President of the 100 Academy of Excellence, a Public Charter School  
Founder and Chief Executive Officer of the Willie H. Brooks SOAR Academy, a Public Charter School (first single gender school in the state)  
American Cancer Society volunteer, District 4 Lead



Jones, Alexander

## EMRB Commissioner

Alexander Jones <reno3050@yahoo.com>

Fri 8/23/2024 5:52 PM

To:EMRB <emrb@business.nv.gov>

📎 1 attachments (25 KB)

New Gen Res 5-22 AA.docx;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Hiring Team,

I am interested in the Commissioner of Government Employee-Management Relations Board career opportunity. With a Bachelor of Science in Business Administration and over 15 years of extensive experience in human resources, labor relations, and agency administration, I am confident I can contribute to the mission of fostering and maintaining effective labor relations between government entities and their employees.

My background as a Labor Relations Manager with the United States Postal Service (U.S.P.S.) has uniquely positioned me for the role. I successfully navigated complex labor relations scenarios, significantly reducing disputes and enhancing organizational stability through strategic union negotiations.

My experience includes:

**Agency Administration:** Managed day-to-day operations, resolved personnel issues, and ensured compliance with organizational policies, mirroring the administrative responsibilities of the Commissioner role.

**Case Management:** Conducted thorough investigations, resolved disputes, and provided expert guidance on employee conduct and performance issues, which directly aligns with the case management duties of the Commissioner.

**Board Meetings and Legislative Relationships:** Drafted reports, managed budgets, and collaborated with key stakeholders, demonstrating my ability to manage and support critical functions within a governmental framework.

My experience at U.S.P.S. required me to build strong relationships across various levels of the organization, from front-line employees to executive management, ensuring a harmonious and productive work environment. I also have a proven track record of using data-driven approaches to improve processes, reduce costs, and increase efficiency.

Given the alignment of my experience with the critical responsibilities of the Commissioner role, I am confident in my ability to transition smoothly and make an immediate impact. I would like to discuss further how my background, skills, and experience can contribute to the success of the State of Nevada.

Thank you for considering my application. I am eager to explore how I can bring value to your team and look forward to the possibility of an interview.

Best regards,

Alexander L. Jones

3050reno@gmail.com

313-208-6150

## Alexander L. Jones

✉ 3050reno@gmail.com ☎ 313 208 6150

### **Human Resources and Labor Relations Management Expert:**

I am a reactive professional with a Bachelor of Science in Business Administration and over 15 years of extensive leadership experience, including directing an executive search firm and orchestrating human resources and labor relations at the United States Postal Service (U.S.P.S.) Proficient in strategic investigations, leadership, project management, policy development, technology integration, continuous improvement, and legal compliance within dynamic work environments.

### **Summary of Key Required Qualifications:**

Proficiently explained regulations, policies, and rights related to employee relations matters, ensuring comprehensive understanding among stakeholders.

Research, analysis, and interpretation of Federal laws, regulations, and case law pertinent to function and performance, supplying informed counsel and recommendations.

I collaborated with proper officials on U.S.P.S. labor relations and human resources initiatives, contributing to organizational compliance and operational effectiveness.

Guided diverse stakeholders across the U.S.P.S., including managers, supervisors, and employees, on employee conduct and performance issues, supplying tactical advice and practical solutions.

I cultivated trust-based relationships with key stakeholders, building a culture of accountability and transparency.

Demonstrated exceptional coaching abilities, helping managers and supervisors develop effective employee development and performance enhancement strategies.

**Advisory-Technical Competence:** Showed ability to advise on complex labor relations and human resources issues within the United States Postal Services. Proficient in supplying technical guidance and strategic direction concerning employee conduct, performance, and related matters. I will use in-depth knowledge of U.S.P.S. policies, federal laws, Office of Personnel Management (O.P.M.) regulations, and case law to offer sound advice and solutions in navigating intricate H.R. challenges.

**Employee and Labor Relations:** Experience managing employee and labor relations matters within the U.S.P.S., including conducting investigations, addressing grievances, and resolving disputes related to conduct and performance. I skillfully communicated and applied regulations, policies, and rights concerning employee conduct and performance to ensure compliance and fair treatment for all personnel.

**Oral Communication:** Effectively communicated regulations, policies, and rights of conduct and performance issues to diverse audiences within the U.S.P.S. Proficient in conveying complex information clearly and concisely during consultations, meetings, and presentations. A keen and strong comprehension method of people skills in resolving conflicts and fostering positive employee relations.

**Written Communication:** I have authored comprehensive reports, documentation, and correspondence on employee conduct and performance matters, ensuring precise and prompt communication. I will excel in synthesizing complex information and presenting it concisely and engagingly, contributing to increased organizational transparency and accountability.

Operated as an advocate for continuous improvement, proactively naming areas for enhancement and contributing to developing innovative solutions. Researching, Analyzing, Interpreting, and Advising: Used exceptional research skills to gather, analyze, and interpret federal laws, regulations, and case law related to conduct and performance issues.

I have applied this knowledge to give informed advice, strategic recommendations, and solutions to address complex H.R. challenges, ensuring alignment with U.S.P.S. policies and legal requirements.

## **EXPERIENCE:**

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### **Labor Relations Manager**

**United States Postal Service (U.S.P.S.) Detroit, MI**

**April 2019 – March 2024**

- **Negotiated positive relationships with unions:** Successfully negotiated union agreements, resulting in a 20% reduction in labor disputes, enhancing overall organizational stability.
- **Talent Acquisition and Retention Strategies:** Implemented U.S.P.S. innovative talent acquisition strategies, leading to a 15% increase in retention rates in 2022, and used targeted recruitment efforts, resulting in a 25% reduction in time-to-fill critical positions.
- **Cost Reduction and Workflow Efficiency:** Spearheaded initiatives streamlining workflow processes, resulting in a 15% reduction in operational costs and improving service levels.
- **Employee Relations and Investigations:** Managed sensitive employee issues and conducted thorough investigations, contributing to a 30% improvement in employee satisfaction and a 25% decrease in workplace conflicts.
- **Strategic Workforce Planning:** Orchestrated the workforce efforts and perfect staffing levels for productivity growth, resulting in a 10% improvement in overall departmental efficiency.
- **Compliance and Risk Mitigation:** Ensured meticulous compliance with federal and state labor laws, reducing legal risks by 20% through initiative-taking policy reviews and updates.
- **Collaboration with I.T. Departments:** Collaborated with I.T. departments to improve operational efficiency and employee performance, leading to a 15% increase in overall system usability and effectiveness.

**Marathon Recruiters, Inc. Cerritos, CA**

**February 2009 - May 2019**

### **Human Resources Manager**

#### **Strategic Operations Management:**

- Streamlined recruitment processes, significantly reducing time-to-fill by 20% and slashing recruitment costs by 15%.
- Executed and refined sourcing strategies, resulting in an impressive 30% enhancement in candidate quality and a substantial 25% increase in retention rates.

#### **Digital Presence and Innovation:**

- Successfully executed social media recruitment campaigns, achieving a remarkable 40% increase in candidate applications within six months.
- Used data analytics to perfect job board performance, doubling the company's visibility and effectively attracting top-tier talent.

#### **Management and Coaching:**

- Directed and coached a team of subordinate recruiters, fostering professional development and enhancing overall team performance.
- Implemented performance metrics and provided regular feedback, leading to a notable 25% improvement in productivity and a 20% decrease in turnover.

**Business Affairs Management:**

- Oversaw all internal and external company business affairs, ensuring seamless operations and compliance with industry standards.
- Showed and supported collaborative relationships with key stakeholders, significantly contributing to the organization's growth and success.

**Reporting and Leadership:**

- Produced comprehensive recruitment reports, highlighting key performance metrics and actionable insights for senior management, easing informed decision-making and strategic planning.
- Led by example, promoting a culture of accountability and excellence within the team, resulting in increased productivity and enhanced cohesion among team members.

**Workforce Diversity Initiatives:**

- Launched diversity training programs, resulting in a substantial 50% increase in employee engagement scores and fostering a more inclusive workplace culture.
- Collaborated with community organizations to source diverse talent pools, leading to a 35% increase in minority hires over two years.

**EDUCATION:**

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**Bachelor of Science in Business Administration**

University of Southern California • Los Angeles, CA

**Associate Arts in Computer Information Systems**

Wayne County Community College • Detroit, MI

Senior Professional in Human Resource Certification (S.P.H.R.)

**SKILLS:**

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- Proficient in Human Resources practices, policies, and legal regulations, applying this knowledge effectively within professional contexts.
- Demonstrated leadership and exceptional communication skills, pivotal for steering management strategies and supplying guidance within diverse teams.
- Skilled in various H.R. functions, encompassing budgeting, policy implementation, and fostering employee development.
- Possess an extensive knowledge of federal and state employment laws, interviewing techniques, and benefits administration, ensuring adherence to legal and ethical standards in employment practices.

Smith, Stephen

## EMRB Commissioner Application

Stephen Smith <nevadasteve@msn.com>

Thu 8/15/2024 2:48 PM

To:EMRB <emrb@business.nv.gov>

 2 attachments (85 KB)

ResumeGeneralrecent62717.docx; CommissionerEMRB88.14.24.doc;

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

This is Attorney Stephen F. Smith. Enclosed please find my cover letter and resume for the position of Commissioner. I am an attorney with an extensive background in public sector labor relations.

Please let me know that you can open and that it is properly formatted.

Please let me know if you need anything else or have any questions.

Thank you for your attention.

Regards,

Stephen F. Smith, Esq  
(702) 338-9322-cell  
(702) 256-9903-phone



3630 Luminial Lane  
Las Vegas, Nevada 89147  
(702) 256-9903-home  
(702) 338-9322-cell  
Nevadasteve@msn.com

Via attachment: emrb@business.nv.gov

August 14, 2024

Government Employee-Management Relations Board  
Attention: EMRB Secretary

Re: EMRB Commissioner

Dear Director and Secretary,

I am an experienced attorney with an extensive background in labor and employment law particularly in the public sector. I have a Juris Doctor degree from Rutgers Law School-Newark. I completed courses in labor and employment law while in law school. I have a working knowledge of Word, Excel, Outlook and Power Point.

I was admitted to legal practice in Nevada in 1991. My background in labor and employment law in the public sector was gleaned primarily from working in Nevada state and local government. I was also an attorney with the U.S. Department of Labor. I was Legal Counsel to the Southern Nevada Health District which is subject to EMRB jurisdiction where I was counsel to the District Board of Health (an elected and appointed board) and the Health District. I provided legal advice and direction on the "Open Meeting Law", "Public Records", hearing process, and represented the District in litigation such as the "Endoscopy-Hepatitis C" matter. I represented the District in Court on petitions for judicial review. I was involved in rulemaking and administrative hearings. The District was represented by the SEIU and had many ongoing collective bargaining issues. Most of these issues were resolved outside of the EMRB, however there were many complaints, grievances and issues.

Previously, I worked for a state agency, the Division of Industrial Relations and was exposed to many aspects of the employment law. The Division of Industrial Relations was the regulator in worker's compensation and was responsible for the federally certified state OSHA (safety and health) program. I handled matters involving claims of discrimination and retaliation. The Division handled "whistle blower" cases. The Division administered the uninsured employers for worker's compensation claims. I had some exposure to Nevada's classified employment system and progressive discipline.

My background in labor and employment law was first gained as a Deputy Regional Solicitor for the U.S. Department of Labor, Region II, New York. I was exposed to all aspects of labor and employment law such as the age discrimination act (ADEA which the Department continued to enforce), safety and health (federal OSHA), Davis-Bacon, child labor and the FLSA (minimum wage and overtime). I also handled employment cases for the Department. I was trained in progressive discipline and worked on discharge/discipline cases. I brought cases in federal district

court for retaliatory discharge under 11c of the Occupational Safety and Health Act. The Labor Department also handled "whistle blower" cases.

For more than eleven (11) years, I was Associate General Counsel for Nevada Power Company and Sierra Pacific, the country's fastest growing utility (now known as NVEnergy). I was the Litigation Counsel because I handled the litigation defense for NPC and Sierra Pacific as sole or lead counsel. I provided legal advice regarding a unionization/ organization attempt and competition between two unions. The power company was a union environment with employees represented by the IBEW. I also handled employment matters and claims of discrimination. The power company was pervasively regulated by another state agency, the Public Utilities Commission of Nevada. I argued more than six cases before the Nevada Supreme Court and have several published opinions regarding worker's compensation liens and immunity. Please refer to the list of cases that I handled. I handled some matters before NERC (responding to charges and data requests).

I also completed "Continuing Legal Education" courses on developments in public sector employment law. I am active in the Public Lawyers Section of the State Bar.

Please do not hesitate to contact me for an interview. I can also be reached on my cell phone at (702) 338-9322.

Sincerely,  
s/Stephen F. Smith  
Stephen F. Smith  
Enclosure

#### **CASES BEFORE THE NEVADA SUPREME COURT WITH PUBLISHED OPINIONS**

I have argued at least five or six cases before the Nevada Supreme Court and have published opinions with these cases concerning worker's compensation immunity, Haggerty v Nevada Power Company, 989 P2d 870, 115 Nev. 353 (1999) and eminent domain, Argier v. Nevada Power, 114 Nev. 137, 952 P2d 1390 (1998) cited in Nichols on Eminent Domain.

I also argued and appeared in Nevada Power v. Eighth Dist. Court, 120 Nev. Adv. Op. 97, 102 P.3d 578 (2004) concerning the "filed rate" doctrine and jurisdiction to hear unfair trade practices. I appeared but did not argue in Flamingo Paradise Gaming LLC, Nevada Tavern Owners Association v. Chanos et als, 125 Nev. Advance Opinion 39 (2009) concerning the Nevada Clean Indoor Air Act.

# STEPHEN F. SMITH

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3630 Luminol Lane \$ Las Vegas, Nevada 89147 \$ (702) 256-9903 (home) (702) 338-9322 (cell)  
Nevadasteve@msn.com

## EMPLOYMENT HISTORY AND EXPERIENCE

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STEPHEN F. SMITH, ESQ.: Arbitrator, Short Term Trial Judge, Hearing Officer and Traffic Referee (Traffic Judge) since 2010 to present  
*Preside over court annexed arbitration cases, short term trials, administrative hearing officer for the City of Henderson, and Traffic Referee (Judge for Las Vegas Justice Court)*

ARBITRATOR: 1998 to present  
*Eighth Judicial Court-presided over hundreds of case*  
SHORT TRIAL JUDGE: 2006 to present

GENERAL COUNSEL  
SOUTHERN NEVADA HEALTH DISTRICT 2008-2010  
Las Vegas, NV 89106  
*Represent District and Board of Health in District Court, before administrative hearings, defend District on liability matters, review and draft agreements.*

LAW OFFICES OF STEPHEN F. SMITH 2006-2008  
Las Vegas, NV 89120  
*Staff Counsel to insurance companies-represented clients and insurance company on liability defense in District Court.*

DIVISION COUNSEL 2004-2006  
DIVISION OF INDUSTRIAL RELATIONS  
Henderson, NV 89074  
*Represented Division in District Court and administrative bodies on Worker=s Compensation and OSHA matters.*

ASSOCIATE GENERAL COUNSEL 1993-2004  
NEVADA POWER COMPANY  
Las Vegas, NV 89146  
*Represented power company on liability defense, claims, real estate, construction, eminent domain, environmental, contracts, transactions, and general matters. Tried cases as sole and lead counsel, argued motions, conducted discovery, depositions, and argued five cases before the Nevada Supreme Court. Four reported decisions.*

TRIAL ATTORNEY 1991-1993  
FIREMAN=S FUND INSURANCE  
STAFF COUNSEL OFFICE -PHOENIX, AZ  
*Represented insured of Fireman=s Fund in state and federal courts in Arizona and Nevada. Represented casinos and Convention and Visitors Authority on premises and liability defense.*

PREVIOUS EXPERIENCE (prior to Nevada)  
DEPUTY COUNTY ATTORNEY-MARICOPA COUNTY-*Prosecuted felonies and tried cases to*

*juries and DEPUTY REGIONAL SOLICITOR, U.S. DEPARTMENT OF LABOR, REGION II.*

**EMPLOYMENT HISTORY AND EXPERIENCE (Continued):**

*SOLICITOR=S OFFICE (Continued): Handled labor and employment cases, represented Labor Department in matters such as OSHA, FLSA, employment, and discrimination .*

**EDUCATION**

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*RUTGERS LAW SCHOOL- NEWARK*

*JURIS DOCTOR*

Editor in Chief, Rutgers Law Record, law school newspaper

*NEW JERSEY CITY UNIVERSITY*

BACHELOR OF ARTS DEGREE

Member of Phi Alpha Theta-History Honor Society

**MEMBERSHIPS**

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Member of the Public Lawyer Section-State Bar of Nevada

Attended Public Lawyer=s Conference-2009 to 2014

Training in Open Meeting Law/Public Records/Ethics

Clark County Bar Member since 1991-Active with the CLE Committee

Member of the Nevada Lawyer Editorial Board since 1997

Member of the ADR Section/Committee State Bar of Nevada

ADR Arbitrator Training-1997 to present/Short Term Trial Judge Training 2006-present

Labor and Employment Law Symposium-Jackson Lewis-2011 to 2016

Nevada Government Civil Attorneys Conference-2009 to 2016