

<b>COMMISSIONER HIRING TIMELINE</b>									
<b>Task</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>
Timeline Approved	11-Jun								
Job Announcement Reviewed	11-Jun								
Resignation Submitted		10-Jul							
Job Announcement Approved		10-Jul							
Posting Period Starts		11-Jul							
Send Blast Email		15-Jul							
Make Interview Decisions (see below)			9-Aug						
Posting Period Ends			31-Aug						
Decide Who to Interview				19-Sep					
Conduct Interviews					X				
Extend Offer					X	or X			
Candidate Accepts Offer					X	or X			
Commissioner's Last Day at Work								31-Jan	
Commissioner's Official Last Day									2-Feb
New Person Starts									3-Feb

**Possible Interview Decisions**

- 1. How many to interview**
- 2. Length of interviews**
- 3. Use of standardized questions**
- 4. Public comment**

STATE OF NEVADA

JOE LOMBARDO  
Governor

DR. KRISTOPHER SANCHEZ  
Director

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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 \$111,773 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 benefits pension plan (PERS); paid health, dental, life and disability insurance; 11 paid holidays; and paid sick and 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; in conjunction with fiscal staff formulates budget proposals and work programs; oversees annual invoice process including recommending rates to the Board; reviews purchases; and monitors internal controls.
- **Legislation:** Drafts bill draft 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 Legislation 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.

**POSITION LOCATION:** Las Vegas, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL AUGUST 31, 2024**

### **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

*The State of Nevada is an Equal Opportunity Employer.*

BRIAN SANDOVAL  
*Governor*

Philip E. Larson  
*Chairman*

Sandra Masters  
*Vice-Chairman*

Brent C. Eckersley, Esq.  
*Board Member*

STATE OF NEVADA



BRUCE BRESLOW  
*Director*

Vacant  
*Commissioner*

Yvonne Martinez  
*Executive Assistant*

DEPARTMENT OF BUSINESS AND INDUSTRY  
LOCAL GOVERNMENT  
EMPLOYEE-MANAGEMENT RELATIONS BOARD

2501 E. Sahara Avenue, Suite 203  
Las Vegas, NV 89104  
(702) 486-4504 Fax (702) 486-4355  
[emrb.state.nv.us](http://emrb.state.nv.us)

**COMMISSIONER**

The Local Government Employee-Management Relations Board is seeking qualified applicants for the position of Commissioner. This is an unclassified position that serves at the pleasure of the Local Government Employee-Management Relations Board pursuant to NRS 288.090(2)(a).

The EMRB is an agency involved in the process of collective bargaining and labor relations for local government employers, local government employees and employee associations/unions. Created by Nevada Revised Statute 288, the agency provides resolution of unfair labor practices; resolution of issues related to mandatory bargaining subjects; resolution of disputes related to recognition and determinations regarding appropriate bargaining units.

The goal of the EMRB is to promote harmony in labor relations, foster the collective bargaining process, to provide support to those involved in said process, and to settle disputes as they arise in a neutral and timely manner.

**RECRUITMENT:**

This is an open competitive recruitment, open to all qualified persons.

**APPROXIMATE ANNUAL SALARY:**

Up to \$87,773. 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. Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough. The State of Nevada has an excellent benefit 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 available.

**DUTY LOCATION:**

**Las Vegas, Nevada.**

**APPLICATIONS WILL BE ACCEPTED UNTIL:**

Resumes will be accepted until close of business October 4, 2013. Applications will begin to be reviewed as they are received.

**THE POSITION:**

- Executive Director or Administrator of agency. Responsible for day-to-day operations, including budget preparation, legislative initiatives, administrative guidelines, etc.
- Involved in research of case law and requires working knowledge of NRS Chapter 288 with background in labor law.
- Manages EMRB case scheduling, conducts pre-hearing conferences with parties to narrow issues and prepare cases for hearing, which eliminates many disputes as to the facts and issues involved in cases to be heard by the Board.
- Conducts fact finding panels pursuant to NRS 288.200, when parties are unable to reach a negotiated settlement through collective bargaining.
- Conducts bargaining unit elections pursuant to NRS 288.160.
- Provides local government employers and employee organizations with guidance and direction as to collective bargaining and avoidance of prohibited practices under NRS Chapter 288.
- Provides information to individuals seeking guidance and direction pursuant to NRS Chapter 288.
- Provides training services upon request to employers, employee associations, and legal counsels, to improve ongoing labor relations and practice before EMRB.
- Perform related duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree or equivalent of 4 years minimum experience in labor law/labor relations (preferably in the public sector) **OR** an equivalent combination of education and experience.
- Excellent communication skills
- Working knowledge of Microsoft Word, Excel and Outlook.
- Prior Mediation experience is highly desirable, but not required.

**SELECTION PROCESS:**

Applications will be reviewed to determine those with the most appropriate qualifications. Those individuals will 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 EMRB will be held in an open public meeting. Resumes/applications will be made available to the Public.*

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

Yvonne Martinez  
Board Secretary  
Employee-Management Relations Board  
2501 E. Sahara Ave., Suite 203  
Las Vegas, NV 89104

E-mailed submissions are acceptable. Please send them to: [emrb@business.nv.gov](mailto:emrb@business.nv.gov)