

STATE OF NEVADA

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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; 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.

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. Resumes/applications will be made available to the public.

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.

In the subject line please reference: EMRB Commissioner

The State of Nevada is an Equal Opportunity Employer.