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Nevada Deferred Compensation
YOUR PLAN...YOUR FUTURE

Nevada Public Employees'
Deferred Compensation Program

Nevada Public Employees' Deferred Compensation Program

DEFERRED COMPENSATION PROGRAM COORDINATOR

Salary Range 44,411.76 to 66,001.68 (employer/employee paid retirement plan)
This position is in the unclassified service and is appointed
by, and serves at the pleasure of the Committee

The Division of Human Resource Management is seeking qualified applicants for the position of Program Coordinator, Nevada Public Employees' Deferred Compensation Program. This position is full-time and serves at the pleasure of the five Governors' appointed Nevada Public Employees' Deferred Compensation Committee Members. The incumbent in this position provides operations management, direction, and daily oversight for the state's Deferred Compensation Program. The position supervises a part-time, contract clerical position that supports the Plan activities. The Plan is a voluntary, supplemental 457 retirement savings program with two providers and current assets exceeding $ 575 million.

The following are the primary duties of the position:

Operations Management

The position is responsible for managing the Plan and maintaining accurate records in compliance with federal and state regulations. The position is responsible for employer relations, budget creation and monitoring, client's services, participant education and training, monitoring of Plan requirement, and more. Employer relations include working with the various pay centers and the contracted Service Providers to resolve any issues participants may raise related to signing up or making changes to pre-tax funds to be taken from their pay to be deposited with the Service Providers.

Budget creation includes providing draft budget request based on actual base expenditures along with any recommended enhancement decision units to the Committee for review and ultimate approval. Upon Committee approval the Deferred Compensation Program Coordinator then works with the Administration Division of the Department of Administration to input the Committee approved budget request into NEBS. Budget monitoring includes monitoring actual and projected expenditures to insure compliance with the Legislatively approved budget throughout the biennium- and immediately notifying the Committee of any changes needed, and/or concerns regarding the status of the budget.

The position serves as the primary point of contact for program participants who have issues or concerns between their respective payroll centers, and/or their selected Service Provider. The incumbent develops and maintains a close working relationship with those entities to ensure that issues are brought to conclusion at the lowest and earliest possible level. The position monitors

and ensures that Service Providers, Contractors, and Employer Pay Centers comply with all requirements of the approved operating plan. When necessary, the position makes recommendations to the Committee for changes to the Plan.

Committee Business Management

The position is responsible for drafting board agendas, distributing those agendas to Committee Members to solicit input, posting of the final agenda in accordance with Open Meeting Law requirements, scheduling appropriate clerical staff necessary to take minutes at the meeting, and making arrangements for appropriate meeting space and necessary presentational equipment. The position provides timely Committee Member packages to the Committee, and meets with Committee Members when necessary or when requested to provide background information on the agenda items. The position conducts necessary research to provide full and complete information to the Committee related to agenda items.

The position provides draft recommended policy changes and/or additions as identified through the normal operations of the program.

The position provides notice to contractors, Service Providers, and other relevant and/or interested parties of the date and time of the meeting, including coordinating the appearance of speakers necessary to properly present each item on the agenda. The position presents agenda items to the Committee during the meeting and provides response to the Committee Members when questioned about the individual items on the agenda.

The position follows through on any decisions or actions taken by the Committee, supervises clerical staff in the completion of the minutes of the meetings, and brings back to the committee any concerns or problems with carrying out those actions.

Contractual Relationships Management/Oversight

The position monitors all contracts and agreements to ensure new agreements are in place prior to expiration of the current agreements. The position, at the direction of the Committee, drafts RFP's and contracts for Investment Consultants, Financial and Compliance Auditors, and works with the Investment Consultant and the State Purchasing Division to create necessary RFP's and contracts for Service Provider(s).

The position monitors all contracted service providers (Investment Consultant, Service Providers, and Financial and/or Compliance Auditors), to ensure compliance with the approved Plan, compliance with State and Federal regulations and compliance with their respective contracts or agreements. The incumbent develops and maintains close working relationships to ensure client concerns and/or other operating problems are resolved as expeditiously as possible.

This position serves as the primary contact with the investment consultants in securing evaluations and recommendations for investment offerings and ultimately coordinating the presentation of those recommendations to the Committee for modification to the offerings of the Plan.

Participant Education and Training

The position creates and presents educational and training opportunities for participants and prospective participants of the Program to effectively communicate the benefits of participation in the Deferred Compensation Plan. Such education includes regular newsletters, general trainings, and extensive workshops when major changes are made to the Plan. The position works with the

Service Providers to include their respective news articles in the newsletter, and their offerings in group trainings.

Qualifications: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics, or related field and two years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures or administration of policies and procedures for a program or functional area; OR one year of experience as a Management Analyst I in Nevada State Service; OR an equivalent combination of education and experience on a year-for-year basis.

The position requires general knowledge of research methods and analysis techniques, and may include a working knowledge of state government processes and procedures. The position requires excellent human relations skills, and the ability to establish and maintain effective working relationships and diverse constituencies in both the public and private sectors. This position requires superior verbal and written communication skills, with demonstrated ability to prepare and present complex and technical information to the Committee, Plan participants, Executive Branch representatives, the Legislature, and the public. The position requires the ability to negotiate effectively and deal creatively with issues and problems. The position requires demonstrated project management skills, including the ability to facilitate complaint investigations and conflict resolution.

Location: The position is located in Northern Nevada in the State's capital. Carson City has a population of approximately 52,000 and is in close proximity to Reno and Lake Tahoe. With a semi-desert climate, Carson City enjoys over 266 days of sunshine a year.

Salary and Benefits: The salary range for this position is $44,411.76 to $ 66,001.68 per year. An offer will be made by the Committee based on relative experience that the successful candidate brings to the position. Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement system; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave.

The Examination: The exam will consist of both a written and training and experience exam(s). Applicants who pass the required written exam will then proceed to have the training and experience exam scored. It is essential that applications include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application, the written exam and your responses to the questions asked below. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Failure to answer the question will result in a score based solely on the application.

The most qualified applicants will be contacted by Committee staff to schedule an interview. The Committee falls under the requirements of the Nevada Open Meeting Law, and as such, the interviews will take place during a special or regularly scheduled Committee Meeting.

1) Describe experience you have coordinating the provision of services to clients or participants in which the organization you worked for was using an outside service provider.

2) Describe experience you have in the management of a government budget to include: a) financial planning; b) budget preparation; c) monitoring of expenditures; and d) justification of budget.
3) Describe experience you have in writing Requests for Proposals, negotiating contracts, writing contracts, and processing contracts through the respective approval processes.
4) Describe experience you have in professional public speaking and providing legislative, board or community testimony.
5) Describe experience you have, including the number of years, in managing a program, and/or managing/supervising multiple and complex program areas.
6) Describe experience you have in collection and analysis of data for quality assurance and program improvement purposes.
7) Describe experience you have with resolving conflicts between participants and vendors in the following areas: 1) conducting investigations, 2) formal written response, 3) representing agency/business at resolution meeting and/or hearing.
8) Describe experience you have, including number of years, working in an environment in which you had a very limited (or distance) supervision, and in which you had full responsibility for productivity, and ultimate results.

Application Requirements: Interested applicants can email or mail their letter of introduction, a current resume, and an updated applicant profile. This profile can be found at https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep and a list of five (5) professional references no later than August 31, 2012 to:

Dana Carvin
Division of Human Resource Management
Email address: dcarvin@admin.nv.gov
Phone number: 775-684-0133
209 E. Musser Street Room 101
Carson City, Nevada 89701-4204