



**STATE OF NEVADA
DEPARTMENT OF SENTENCING POLICY**

625 Fairview Drive, Suite 109 | Carson City, NV 89701-5430
Phone: (775) 684-7390
<http://sentencing.nv.gov>

UNCLASSIFIED JOB ANNOUNCEMENT
Closes – July 26, 2023

EXECUTIVE DIRECTOR

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants for a full-time, unclassified position that serves at the pleasure of the Nevada Sentencing Commission, located in the Nevada Department of Sentencing Policy office in Carson City.

NOTE: All interviews are conducted according to Nevada's Open Meeting Law, meaning that interviews are recorded and open to the public. Resumes to be considered by the Nevada Sentencing Commission will be posted on the Nevada Department of Sentencing Policy's website available for review by the public. Personal information will be removed.

AGENCY RESPONSIBILITIES:

The Department of Sentencing Policy (NDSP) was established in 2019 to support and assist the Nevada Sentencing Commission (NSC) in making data-driven sentencing and corrections policy recommendations to the Legislature. The NDSP is comprised of an Executive Director and four support staff. The Executive Director leads the NDSP in fulfilling statutory duties to:

- Assist the Commission in carrying out its powers and duties.
- Facilitate the collection of criminal justice data.
- Identify variables or sets of criminal justice data that are not collected or shared.

APPROXIMATE ANNUAL SALARY:

Up to \$159,059 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 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 deferred compensation plans are available.



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POSITION DESCRIPTION:

The Executive Director oversees the functions of the NDSP and serves as the Executive Secretary of the Nevada Sentencing Commission. With Nevada's criminal justice efforts, this position will be tasked with addressing dynamic and challenging issues and has the opportunity to assist the Sentencing Commission in being a strong resource regarding the criminal justice system and the sentencing of offenders in Nevada. In addition, the Executive Director is committed to the public policy of this State, as detailed in NRS 176.0131. The appointee shall devote their entire time and attention to the duties of their office and shall not engage in any other gainful employment or occupation.

Specific duties of the position include, but are not limited to:

- Functioning as the liaison between the Sentencing Commission, the Executive Branch, the Legislative Branch, the Judicial Branch, county and state elected officials, stakeholder agencies and organizations.
- Facilitating the collection and aggregation of data from the courts, Department of Corrections, Division of Parole and Probation of the Department of Public Safety, and other criminal justice agencies.
- Identifying variables or sets of data concerning criminal justice that are not currently collected or shared across agencies of criminal justice within this State.
- Preparing statutorily required reports concerning data findings and recommendations from the Sentencing Commission.
- Assisting the Sentencing Commission in fulfilling its statutory duties to study, analyze, and make recommendations concerning sentencing and corrections policies.
- Managing agency staff and developing the budget for the Department.
- Preparing informational presentations for various stakeholders.
- Scheduling and preparing Commission meetings.
- Assisting the Commission in ensuring compliance with the Nevada Open Meeting Law and the Nevada Public Records Act.
- Facilitating requests for information from various agencies or stakeholders.
- Providing guidance and technical assistance to various agencies or stakeholders.
- Collaborating with similar organizations in other states and at the national level to inform the Commission and its stakeholders of policies, procedures, and organizational structures in use in other states to support sentencing reform in Nevada.



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MINIMUM QUALIFICATIONS:

- A bachelor's degree and minimum of five years' experience in any area of criminal justice (or equivalent combination of education and experience).
- An understanding of corrections, sentencing, and criminal justice policy.
- Excellent management and interpersonal skills to foster a team environment.
- Policymaking, project-management, and problem-solving skills.
- Excellent written communication and public speaking skills.
- Understanding of criminal justice data collection and analysis.
- Ability to successfully manage the dynamic and differing needs, interests, and viewpoints of multiple criminal justice stakeholders.

Preference Will Be Given to Candidates Who Have the Following:

- High-level experience in the criminal justice system, with knowledge of criminal law.
- Astute understanding of government, politics, and legislative process.
- Knowledge of criminal court procedures and legal terminology.

POSITION LOCATION: Carson City, Nevada. Periodic in-state and out-of-state travel is required.

SELECTION PROCESS:

The selection process is conducted under Nevada's Open Meeting Law. Applications will be reviewed to determine those applicants with the knowledge, skills, and abilities required for the position. Qualified applicants will be invited to an interview, at their own expense, in a public meeting on **August 4, 2023, beginning at 9:00 a.m.** at the Legislative Building in Carson City with videoconferencing to a room in the Grant Sawyer Building in Las Vegas. All applicants wishing to be considered for this position must be available for an interview before the Nevada Sentencing Commission at the above date and time. At the conclusion of the meeting, the Commission will forward the names of up to three qualified applicants to the Governor, who will then review and appoint this position.

HOW TO APPLY:

Applicants interested in this position must submit the following: 1) cover letter; 2) resume; and 3) two letters of recommendation. The required materials must be received **no later than July 26, 2023, by 4:00 PM**. Incomplete applications will not be considered.

Joe Lombardo
Governor



Victoria Gonzalez
Executive Director

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Please direct all application materials to:

Hunter Jones

Nevada Department of Sentencing Policy

625 Fairview Drive, Suite 109

Carson City, NV 89701

hunterjones@ndsp.nv.gov

In the subject line please indicate *Last Name/E.D. NDSP*

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.