



NEVADA ASSOCIATION OF COUNTIES

JOB TITLE: Health & Human Services Research & Policy Analyst

LOCATION: Carson City, Nevada

SUMMARY: The NACO Health & Human Services Research & Policy Analyst supports Nevada counties by coordinating health and human services initiatives, monitoring public policy and legislative developments, facilitating collaboration among county and state partners, conducting policy research, and providing technical assistance to county officials and staff. Working under the direction of the Chief Executive Officer, this position serves as NACO's primary staff resource for health and human services issues while supporting the Association's legislative priorities, member services, and strategic initiatives.

FLSA Status: Full-time, Non-Exempt

DEFINITION: The person in this position serves under the general supervision of the NACO Chief Executive Officer and is responsible for coordinating health and human services programs, conducting policy research and analysis, supporting legislative activities, fostering partnerships among local and state agencies, and providing technical assistance and member services to Nevada counties.

DEFINITION OF POSITION: This is a single position responsible for the duties outlined in this job description. An employee in this position is "at-will," serving at the pleasure of the NACO Chief Executive Officer.

ESSENTIAL FUNCTIONS:

Government Affairs and Legislative Advocacy:

- Monitor state and federal legislation, regulations, and administrative actions affecting county health and human services.
- Analyze proposed legislation and prepare written summaries, fiscal impact analyses, and briefing materials for NACO leadership and member counties.
- Assist the Chief Executive Officer in developing legislative priorities and policy recommendations related to health and human services.
- Coordinate information gathering from member counties regarding legislative proposals and emerging policy issues.
- Participate in meetings with legislators, state agencies, and stakeholder organizations to support NACO's legislative efforts.

- Prepare presentations, reports, testimony, correspondence, and educational materials related to county health and human services.
- Coordinate committee meetings, webinars, and educational sessions for county officials.

Develop and maintain relationships with state agencies, county officials, and partner organizations to improve communication and collaboration.

Human Services Program Coordination:

- Support intercounty and interagency coordination of programs and initiatives aimed at addressing social welfare needs, such as housing assistance, food security, and employment services.
- Serve as the primary staff liaison to the Nevada Association of County Human Service Administrators (NACHSA).
- Coordinate projects and initiatives involving county human services departments and partner agencies.
- Research national best practices, funding opportunities, and innovative service delivery models relevant to Nevada counties.
- Provide technical assistance and resource coordination to county human services directors and staff.
- Assist counties with grant identification, grant coordination, and reporting activities.
- Coordinate information sharing among counties regarding successful programs and operational improvements.
- Monitor statewide initiatives affecting housing, behavioral health, child welfare, aging services, and related human services programs.
- Support statewide workgroups and committees related to county human services.

Public Health Coordination:

- Serve as staff liaison to County Health Officers, local Boards of Health, and other county public health partners.
- Monitor public health policy developments and communicate emerging issues affecting counties.
- Research public health best practices and prepare informational resources for member counties.
- Assist with statewide public health initiatives involving county participation.
- Support coordination among county, state, and federal public health partners during planning activities and emerging public health issues.
- Collaborate with public health agencies to develop and implement initiatives aimed at promoting community health and preventing disease in alignment with county-level health promotion goals and priorities.
- Analyze public health data and trends to inform decision-making and policy development within county government.

Member Services and Program Administration:

- Coordinate committee meetings, conferences, webinars, and training events on health and human services topics.

- Prepare meeting agendas, minutes, reports, and briefing materials.
- Develop newsletters, website content, and member communications related to health and human services.
- Maintain committee records, legislative tracking systems, and resource libraries.
- Respond to member requests for information and technical resources.
- Coordinate special projects assigned by the Chief Executive Officer.
- Assist with strategic planning initiatives involving county health and human services.
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QUALIFICATIONS FOR EMPLOYMENT

Special Requirements: Possession of a valid driver's license or alternative means of travel.

Education and Experience: Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Bachelor's degree in Public Administration, Public Health, Social Work, Political Science, Health Administration, Communications, or a closely related field.

AND

Two (2) to four (4) years of progressively responsible experience in public administration, health and human services, government relations, research and policy analysis, or program management.

Equivalent combinations of education (for example, Master of Public Health) and experience may be considered.

Knowledge, Skill, and Ability

Knowledge of:

- Nevada county government
- Public health and human services systems
- State and federal legislative process
- Government relations
- Research and policy analysis
- Funding sources and their requirements for social service programs
- Knowledge of local, state, and federal laws and regulations governing health and human services programs (with a priority for an understanding and knowledge of Nevada)
- Program evaluation
- Grant administration
- Meeting facilitation
- Techniques for tracking and analyzing legislation

Ability to:

- Analyze legislation and summarize policy implications.
- Coordinate multiple projects simultaneously.

- Develop productive working relationships with elected officials, county staff, and partner organizations.
- Research complex policy issues and prepare written reports.
- Organize meetings, conferences, and educational events.
- Work independently while keeping leadership informed.
- Exercise sound judgment and professionalism.
- Communicate effectively with diverse audiences.
- Facilitate collaborative discussions among stakeholders.
- Establish and maintain cooperative working relationships with county and state elected and appointed officials, county staff, and coworkers as well as those persons or groups who might be impacted by Association decisions;
- Make oral presentations to provide information or explain procedures and policies pertaining to health and human services plans;
- Attend and participate in meetings and working groups.

Skills Preferred:

- Stakeholder Engagement: Skill in building and maintaining relationships with government officials, regulatory bodies, and key stakeholders.
- Interpersonal Communication: Skill in effective verbal and written communication.
- Public Speaking and Presentation Skills: Proficiency in presenting information and policy positions to varied audiences, including government officials, legislators, community stakeholders, and advocacy groups.
- Public Policy Writing: Skill in drafting policy briefs, position papers, and regulatory comments that clearly communicate county perspectives on key issues pertaining to health and human services.
- Policy Analysis: Skill in analyzing proposed legislation, regulations, and policies to assess potential impact to counties.
- Analytical Thinking: Skill in interpreting complex policy and legislative language and its implication, allowing for informed, strategic recommendations.
- Conflict Resolution: Skill in resolving issues diplomatically and effectively when there are differing perspectives or challenging stakeholder relationships.

Physical and Mental Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. Strength and stamina to be sedentary; ability to effectively interpret reports, financial data, and maps; ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers; strength and stamina to drive long

distances and to perform occasional light lifting, reaching, bending, and standing for long periods. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance.

Working Conditions: Work is performed under the following conditions: Position functions indoors in an office-type environment where most work is performed at a desk. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Additionally, this position will require travel to our member counties, in state, but it can be frequent. A minimum of 20% of this type of travel would be expected and required.

SALARY: Starting at \$70,000 annually, with salary placement based on relevant experience, education, qualifications, and responsibilities; candidate may be hired at the Senior Research & Policy Analyst level (starting at \$80,000 annually) depending on education and experience.

BENEFITS: NACO pays 100% of PERS retirement contributions and 100% of employee-only health insurance.



**NEVADA ASSOCIATION
OF COUNTIES (NACO)**

304 S. Minnesota Street
Carson City, NV 89703
Telephone (775) 883-7863
Fax (775) 887-2057

EMPLOYMENT APPLICATION
An Equal Opportunity Employer

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Telephone(s) Home () _____ Cell () _____ Work () _____

Position Applied for _____

How did you hear about this position? ☐ Advertisement ☐ Walk-In ☐ Referral (by whom?) _____

☐ Other (explain) _____

If offered employment, when can you be available to begin? _____

Have you been given a job description or had the requirements of the job explained to you?..... ☐ Yes ☐ No

Do you understand the job requirements?..... ☐ Yes ☐ No

Can you perform the requirements of this job with or without reasonable accommodation?..... ☐ Yes ☐ No

After an offer of employment, can you submit verification of your legal right to work in the
United States? ☐ Yes ☐ No

List other names, if any, you have used. _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? ☐ Yes ☐ No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
College/University (Undergraduate) 1.				
2.				
Graduate School				

Applicant's Name _____

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license?..... ☐ Yes ☐ No

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

OTHER INFORMATION

Have you ever been disciplined in your employment related to workplace violence? ☐ Yes ☐ No

If yes, please explain.

Have you ever been employed by NACO? ☐ Yes ☐ No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

Are you related to anyone who is currently employed by NACO? ☐ Yes ☐ No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____

Applicant's Name _____

EMPLOYMENT HISTORY

Provide information regarding all paid, military, and volunteer work which may be related to the position for which you are applying. Describe your most recent position first; then list other positions in order held, beginning with the most recent. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.)..... ☐ Yes ☐ No

Present Employer _____ Present Position _____

Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____

City _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State _____ Zip Code _____ Salary _____

Supervisor's Name/Title _____ Telephone (____)

Related Duties _____

Reason for Leaving _____

Employer _____ Position _____

Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____

City _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State _____ Zip Code _____ Salary _____

Supervisor's Name/Title _____ Telephone (____)

Related Duties _____

Reason for Leaving _____

Employer _____ Position _____

Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____

City _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)

State _____ Zip Code _____ Salary _____

Supervisor's Name/Title _____ Telephone (____)

Related Duties _____

Reason for Leaving _____

Applicant's Name _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone (____) _____
Related Duties _____

Reason for Leaving _____

Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State _____ Zip Code _____ Salary _____
Supervisor's Name/Title _____ Telephone (____) _____
Related Duties _____

Reason for Leaving _____

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, please email Amanda at info@nvnao.org.

_____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

_____ This application is the property of NACO and will become part of my personnel file if I am hired.

_____ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with NACO. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from NACO constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related physical examination and drug screening upon conditional offer of employment. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant _____ Date _____