



REQUEST FOR PROPOSALS (RFP)
FOR
TEMPORARY STAFFING SERVICES
24RFP010

MARCH 28, 2024

280 S. DECATUR BLVD.
LAS VEGAS, NEVADA 89107

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SECTION I - INTRODUCTION

A. Purpose

The Southern Nevada Health District (“Health District”) requests proposals from qualified temporary staffing agencies to provide temporary non-medical staffing services to various departments within the Health District. The Health District may select more than one agency to ensure its temporary staffing needs are met.

B. Entity Information

The Health District was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. The Health District is one of the largest local public health organizations in the United States, serving approximately 2.3 million residents and safeguarding the public health of approximately 40 million visitors to Las Vegas annually.

The Health District’s mission is, “To assess, protect, and promote the health, environment, and well-being of Southern Nevada communities and visitors.”

The Southern Nevada District Board of Health (Board) is the Health District’s governing body vested with jurisdiction over all public health matters within Clark County Nevada.

C. Anticipated Contract Term

The term will be for one (1) year with the option to renew for four (4) additional one-year terms. The Health District reserves its right to modify the initial contract term.

D. Funding

Any contract awarded under this RFP will be subject to the availability of funding and shall be terminated immediately if funding is withdrawn, limited, or impaired.

E. Ethics in Procurement

It is unlawful for any Proposer to offer, or any employee of the Health District or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any contract or purchase order issued by the Health District.

F. Conflict of Interest

Proposals must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of the Health District or the appropriate Advisory Board may have in the in the proposing agency or the proposed project.

SECTION II - SCOPE OF SERVICES

A. Project Description

The Health District seeks experienced firms to provide temporary non-medical staffing services including but not limited to the following job categories:

- Accounting
- Administrative Support (including legal, office and clerical)
- Contracts
- Courier
- Information Technology
- Janitorial
- Legal
- Payroll
- Purchasing
- Security
- Warehouse

These services are as needed and upon Health District's request. Successful Contractors (herein after referred to as "Contractor" or "Contractors") will be responsible for the hiring, firing, wages, taxes, workers' compensation, benefits, etc. for their employees - the temporary staffing offered (hereinafter referred to as "Temp Staff"). Temp Staff are considered employees of Contractor, not of Health District.

Normal Work Hours: Monday through Friday, 8:00 a.m. – 4:30 p.m. with 30-minute non-paid lunch break. Some job categories, such as janitorial and security, may require different start and end times.

Work Locations: Temp Staff may be requested for any of the following locations:

- Community Health Center
280 S. Decatur Boulevard
Las Vegas, NV 89107
- Henderson Public Health Center
220 E. Horizon Drive, Suites A & C
Henderson, NV 89015
- All Saints Sexual Health Clinic
4201 W. Washington Avenue
Las Vegas, NV 89107
- Mesquite Public Health Center
150 N. Yucca Street, Suite 5
Mesquite, NV 89027
- Community Health Center
2830 E. Fremont Street
Las Vegas, NV 89104
- East Las Vegas Public Health Center
2950 E. Bonanza Road
Las Vegas, NV 89101
- Public Health Preparedness/Finance
2500 N. Buffalo Drive
Las Vegas, NV 89128
- Laughlin Public Health Center
55 Civic Way
Laughlin, NV 89029

B. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

1. Requirements:

- 1.1 When Health District determines a need for Temp Staff, Health District's representative shall make a request via telephone or email to Contractor. The request shall include all necessary information pertaining to the assignment including the type of Temp Staff required, location, and the required dates and shifts.

- 1.2 Contractor shall confirm with Health District that it can fill the request within four (4) hours after the request is received and fill the position and commence work within five (5) working days after the request is received. If the position is required to be staffed in less than five (5) working days, Contractor will provide availability as soon as possible. If Contractor is unable to fill the request, Health District will cancel the request with Contractor and fill the requirement from other qualified sources.
- 1.3 Contractor will confirm the arrival of Temp Staff with Health District by email one day prior to scheduled arrival time.
- 1.4 Contractor will be responsible to communicate to Temp Staff Health District's requirements regarding hours of work, duration, location, expectations, dress code and other assignment information.

2. Schedule:

- 2.1 Contractor shall provide Temp Staff for any shift, half day or full day, seven (7) days per week as requested. Temp Staff will be paid a minimum of a four (4) hour shift even if the shift is for a shorter duration (except as described in section 3. Unsatisfactory Placement). The schedules are variable and will be arranged according to Health District's needs. Health District reserves its right to cancel scheduled shifts at any time for any reason. Contractor is responsible for ensuring Temp Staff is aware that assignments are temporary.
- 2.2 Temp Staff should be available for the entire length of the assignment; however, if a replacement is required, a qualified replacement must be provided within twenty-four (24) hours of notification including weekends and holidays.
- 2.3 Health District reserves its right to reduce the length of any temporary assignment and will provide Contractor with as much advance notification as possible.
- 2.4 Regular time is based on the standard workday, which may be eight (8) to ten (10) hours depending on the assigned shift, forty (40) hours per week. Overtime is considered after Temp Staff has worked forty (40) hours per week for Health District and will be reimbursed at time and a half. Temp Staff shall not qualify for overtime paid by Health District if the forty (40) hours is accumulated through a combination of Health District and non-Health District assignments.

3. Unsatisfactory Placement:

- 3.1 Health District may reject and/or remove any Temp Staff who does not meet the requested experience or is deficient in the performance of the assignment. Health District shall be sole judge as to whether Temp Staff is satisfactory and fulfills Health District's requirements.
 - 3.2 If Health District requests a replacement of any Temp Staff within the first eight (8) hours of service, there will be no charge to Health District. Any time beyond the initial eight (8) hours of service, if the Temp Staff is determined to be unsatisfactory, Contractor agrees to issue a credit invoice to Health District for the total charges from the point Health District notified Contractor to request a replacement.
 - 3.3 Contractor agrees to replace unsatisfactory Temp Staff within one (1) business day; however, Health District has the option to contact a different contractor for the service.
4. Health District reserves its right to interview Temp Staff to determine their qualifications for the required position. This will not negate Contractor's responsibility of qualifying Temp Staff.

5. Health District shall have the right to refer retired Health District employees to Contractor for priority placement in temporary positions within Health District.
6. Positions and Pay Rates. The list of temporary positions listed in [Attachment B - Price Form](#) is not all-inclusive. Health District may request other temporary positions. Contractor will provide a pay rate for those requested temporary positions. Contractor is requested to provide their published price list for all temporary positions they provide.
7. Health District may refer to Contractor a candidate to be hired to perform specific services needed or may request Contractor to recruit and provide such a candidate. Health District will not pay a placement or conversion fee for individuals who are a direct referral from Health District.
8. Upon Health District's service request, Contractor will provide expedient temporary employment services. An email or telephone call from Health District will constitute a service request.
9. Multiple Contractors may be contacted to fill the same position.
10. Complimentary Services. Health District will receive, at a pre-determined cost, the ability to utilize the pre-employment testing services utilized by Contractor. Also, Contractor shall offer annually one training session on how to manage temporary employees in the workplace to Health District managers and supervisors.

C. Contractor Responsibilities

1. Contractor is responsible for obtaining the information described in the Scope of Work and any other information necessary to determine what job category satisfies the service request.
2. Contractor will inform Health District's point of contact of the proposed job classification and applicable rate to obtain authorization to proceed with the service required.
3. Contractor is responsible for conducting appropriate background and reference checks on potential Temp Staff prior to any assignments and should be prepared to conduct more extensive background investigations when required by Health District. Contractor must send notification of the compliance of the background and reference checks to Health District. Failure to provide notification of compliance will be considered a violation of the contract and may result in rejection of the Temp Staff and jeopardize future placements by Contractor.
4. Contractor is responsible for conducting pre-employment testing that is both a valid and reliable predictor of Temp Staff's ability to perform required tasks as Temp Staff for Health District. Contractor shall make all test results available to Health District upon request.
5. Contractor is responsible for liability insurance, federal and state payroll requirements, payroll taxes, payroll reports, workers' compensation, benefits, hiring and firing, etc. of its employees.
6. Contractor is responsible for conducting periodic quality assurance checks with Health District to verify that Temp Staff are fulfilling Health District's requirements. At a minimum, these checks should be completed at the end of the first week of any assignment. Health District may request quality assurance checks at any interval during the term of Temp Staff placement.
7. Temp Staff may be hired as a permanent employee of Health District if Temp Staff has been selected through Health District's open competitive personnel selection procedures. Such occurrence will create no further obligation (financial or otherwise) on Health District.
8. Health District will not be responsible for Contractor's employees/assigned Temp Staff who voluntarily leave Contractor's employment or engages in employment with another company.

9. Confidentiality:

Contractor acknowledges and understands that its employees may have access to proprietary, business or client information or other confidential information belonging to Health District. Therefore, except as required by law, Contractor agrees:

9.1 Contractor's employees will not access or attempt to access data that is unrelated to their job duties or authorization as related to the Contract.

9.2 Contractor's employees will not disclose any information including but not limited to verbal discussions, faxes, emails, voicemails, written documentation, "loan" computer access codes and/or transmit or share data.

9.3 Contractor understands that Health District or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Health District may seek legal remedies available to it should such disclosure occur. Contractor further understands that violations of this provision may result in contract termination.

9.4 Contractor understands that information and data obtained during the performance of the contract is considered confidential, during and following the term of the contract, and will not be divulged without Health District's written consent and then only in strict accordance with prevailing laws.

9.5 Contractor shall hold all information provided by Health District as proprietary and confidential and shall make no unauthorized reproduction or distribution of such material.

10. Computer use. Contractor is responsible for compliance with Health District's computer usage policies including but not limited to internet access and electronic mail (email).

11. Contractor shall attach adequate backup documentation (such as Temp Staff timecards) to invoices. Timecards shall include:

- Health District name
- Approval signature from Health District employee overseeing Temp Staff
- Name of Temp Staff
- Dates worked
- Beginning and ending time each day
- Number of regular hours worked each day
- Number of overtime hours worked each day if applicable

12. Bonding. Contractor shall have the ability to bond Temp Staff as directed by Health District. Health District shall bear the cost for such bonding. Selection of the bonding insurer is at Contractor's discretion; however, bonding insurer must be authorized to do business in the State of Nevada.

13. Travel. Although travel is not anticipated, if required, travel time will be paid at 50% of the contracted hourly rate. Health District will make airline and hotel reservations. Health District will reimburse for meals and incidental expenses at the GSA per diem rates for the travel area(s). Timecard will clearly identify travel hours and the requested per diem reimbursement.

14. Equipment. Contractor is responsible for the proper maintenance and custody of any personal tangible property owned and furnished by Health District for the use in connection with the performance of the contract. Contractor will reimburse Health District for such property's loss or damage caused by Temp Staff except for normal wear and tear. Equipment may include computers, laptops, tablets, cellular phones, copy machines, printers, etc.

SECTION III - TIMETABLE AND PROVISIONS

A. Timetable

RFP Issuance	03/28/2024
Deadline to Submit Questions	04/09/2024
Deadline to Disseminate Questions and Answers	04/18/2024
Deadline to Submit Proposals.....	05/07/2024
Evaluations Completed	05/16/2024
Notification of Intent to Award	05/20/2024
Contract Start Date	08/01/2024

B. RFP Authorized Contact

1. The RFP Authorized Contact is Kevin Bratcher. All questions about this RFP from Issuance to Notification of Intent to Award shall be directed only to the Authorized Contact at procurement@snhd.org. No other person, unless authorized in this RFP or by written addendum issued by the Authorized Contact, has the authority to respond to questions about this RFP.
2. Communication about this RFP with anyone associated with the Health District other than the Authorized Contact is prohibited. Proposals will be rejected for noncompliance with this prohibition.

C. Questions

1. Written questions about this RFP must be submitted via email to procurement@snhd.org by **2:00 p.m. PDT on 04/09/2024**. Indicate “**24RFP010 Temporary Staffing Services**” in the subject line.
2. Questions submitted by the Deadline to Submit Questions and the corresponding answers will be posted to [the Health District’s Public Notices website](#) by **5:00 p.m. PDT on 04/18/2024**.

D. Proposal Submission

1. Email one (1) PDF file to procurement@snhd.org. Indicate “**24RFP010 Temporary Staffing Services**” in the subject line.
2. Mailed, hand-carried or faxed proposals, or hyperlinks to proposals will not be accepted.

E. Deadline to Submit Proposals

Proposals are due by **2:00 p.m. PDT on 05/07/2024**.

F. Late Proposals

Proposals submitted after **2:00 p.m. PDT on 05/07/2024**, will be rejected as late.

SECTION IV - REQUIREMENTS

A. Proposer Requirements

Proposer must have at least five (5) years of experience providing temporary staffing services. Local Emerging Small Businesses (ESB) are encouraged to submit a proposal. Obtain details about the ESB program at <https://goed.nv.gov/programs/emerging-small-business-esb/>.

B. Proposal Requirements

Complete and submit the following as **one PDF file** organized in the following sections:

1. Cover Letter, Required Documents and Statements

- a. Submit a cover letter on Proposer's letterhead signed by a legally authorized representative including Proposer's name, address, phone number, email address, website URL; the RFP number and name; and a statement of interest including why Proposer is most qualified.
- b. Complete and submit [Attachment A - Proposal Form](#).
- c. Provide a copy of Proposer's sam.gov registration.
- d. Provide a copy of Proposer's business license.
- e. Provide an affirmative statement that Proposer, officers, and affiliates are not excluded or debarred from doing business with any government agency.
- f. Provide an affirmative statement that Proposer, officers, and affiliates are independent of and not related to the Health District or its operations.
- g. Provide an affirmative statement that no conflict of interest exists between Proposer, officers, and affiliates and the Health District or its operations.
- h. Provide a statement disclosing or denying any interest, financial or otherwise, that any employee or official of the Health District or of its governing or advisory boards may have in the Proposer or in this RFP.
- i. Disclose all litigation, mediation, arbitration, or other alternate dispute resolution procedures involving Proposer, officers, and affiliates in the past five (5) years.
- j. Disclose all complaints filed with any state regulatory bodies or professional organizations against Proposer, officers, and affiliates.
- k. Provide a list of exceptions to any RFP specifications or requirements and the proposed alternatives. The Health District reserves its right to reject any proposed alternative.

2. Qualifications and Experience

- a. Describe your firm's history and organization. Include number of employees, number of offices, locations, and annual revenues for the past five (5) years.
- b. Describe the office that will be designated to service the Health District and the services available at that office. If your firm intends to utilize other offices or locations, describe the services they will provide for this account at each office or location.
- c. Provide the names of the account manager and other key personnel who will be fully responsible for/assigned to the account. Provide their resumes.

3. Approach and Methodology

- a. Describe your firm's screening and testing methods including background checks.
- b. Provide an overview of your firm's recruitment strategies.
- c. Describe how your firm will assist Health District with Temp Staff placement.
- d. Describe how your firm will provide additional positions as requested by Health District.
- e. Provide samples of forms your firm uses to report exam/test results and specify how quickly results will be available to Health District. Indicate which results can be completed, submitted, or retrieved online. Also provide samples of invoices, statements, and any other accounting reports. Indicate which of these can be accessed online.

4. Customer Service

- a. Describe your firm's commitment to customer service including how your firm effectively and timely communicates with clients.
- b. Provide four (4) references for similar projects performed in the past five (5) years that demonstrate your firm's ability to perform the required services. Include contract dates and points of contact including address, telephone number and email. If your firm performed as a subcontractor, describe the scope of subcontracted activities.

5. Price

Complete and submit [Attachment B - Price Form](#). Pricing shall be based on a cost per hour service pricing structure. The fully loaded hourly rates for the temporary positions listed shall be the all-inclusive cost to the Health District. No other charges will be honored. Please provide a published price list for all temporary positions offered if available.

C. Proposer Representations and Certifications

1. Proposer has read and understands the RFP documents including addenda, makes its proposal in accordance therewith, and agrees with and will abide by this RFP.
2. Proposer has not communicated about this RFP or its proposal with anyone associated with Health District in any capacity other than the RFP Authorized Contact.
3. Proposer has prepared its proposal independently and without collusion.
4. Proposer shall comply with all applicable federal, state, and local laws, regulations and ordinances whether explicitly stated including but not limited to the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and the Disabilities Act of 1990, and any subsequent regulations.
5. Proposer is actively registered in the System for Award Management (SAM). Proposer's registration will be verified in SAM.
6. Proposer has not been debarred, suspended, or otherwise excluded from doing business with any government agency.

D. General Conditions

1. Interpretation or Correction of RFP (Documents)
 - a. Proposer shall promptly email the Authorized Contact about any identified error or inconsistency in the RFP and/or to request clarification of the RFP by the Deadline to Submit Questions, except as related to addenda issued after that date.

b. Changes to this RFP will be only by written addenda issued by the Authorized Contact or his designee. Addenda will be posted to [the Health District Public Notices website](#). Proposer shall be responsible for ensuring that its proposal reflects all addenda (also see Attachment A).

2. Responsive Proposal

A responsive proposal is one that conforms in all material respects to the RFP. Health District reserves its right to waive any technicality, irregularity, or informality in determining responsiveness.

3. Responsible Proposer

A responsible proposer is one who has the capability in all respects to fully perform the contract requirements, and the experience, integrity, perseverance, reliability, facilities, and equipment that will assure good faith performance, and who submits a responsive proposal.

4. Rejection and Cancellation

Health District reserves its right to reject any proposal that does not conform to the RFP requirements and to reissue or cancel this RFP for any reason or for no reason.

5. Modification or Withdrawal of Proposal

Proposer may modify or withdraw its proposal by submitting a written request to the Authorized Contact prior to the Deadline to Submit Proposals.

6. Proposal Costs

Health District will not reimburse Proposer for any costs incurred to prepare or submit a proposal.

7. No Guaranteed Contract

This RFP neither creates an offer to contract nor commits Health District to contract.

8. Limited Contract

Health District reserves its right to contract for less than the services specified herein.

9. Exclusivity

Nothing in this RFP or any resulting contract precludes Health District from obtaining services like those specified herein from other sources.

10. Public Records

Health District is subject to the Nevada Public Records Act. Pursuant to NRS 239.010, et seq., documents provided to Health District are presumed to be public records open to inspection and copying by any person. Proposals must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any proposal marked “confidential” or “proprietary,” or that contains materials so marked, may be returned to Proposer, and not considered for award. Health District will produce documents provided by any Proposer, even if marked “confidential” or “proprietary,” pursuant to a public records request. Health District will not be liable for disclosure of any Proposer’s documents or information provided to Health District.

SECTION V - EVALUATION AND AWARD

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. The Health District reserves its right to consider any other factors when evaluating proposals and Proposers if doing so is in the Health District's best interests.

A. Evaluation Criteria

Description	Maximum Score
Qualifications and experience	30
Approach and methodology	25
Price	20
Customer service	15
References	10

B. Clarification, Additional Information, Interviews and Presentations

1. The Health District reserves its right as it deems necessary or appropriate to contact Proposers to clarify proposals or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Proposers make presentations.
2. The Health District reserves its right to base its decision solely on written proposals, irrespective of any other interactions with Proposers as referenced in paragraph B.1.

C. Selection

1. The proposals selected for award, if any, will be those that are most beneficial regarding Proposers' qualifications and experience and price, and/or that best meets the Health District's needs.
2. If the Health District is unable to finalize a satisfactory contract with the selected Proposers within 60 calendar days, the Health District shall formally terminate discussions with the selected Proposers and at its sole discretion begin discussions with other Proposers or cancel and reissue the RFP.
3. Any awards/contracts will be presented to the Board for consent as required.

ATTACHMENT A Proposal Form

Complete and submit Attachment A. Indicate “None” as applicable.

The undersigned, as an authorized representative of the company named below, acknowledges that they have examined this Request for Proposals and all related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment, and services necessary to comply with the specifications, terms and conditions set forth herein at the hourly rates per [Attachment B - Price Form](#).

Company name:	
Company headquarters address:	
Company website:	
Ownership type (i.e., partnership, corporation):	
Company officers’ names, titles, and number of years providing temporary staffing services:	
Number of years in business:	
Number of employees:	
Federal tax ID number:	
Business license number/authority (e.g., city, state):	
Sam.gov unique entity identifier (UEI):	
Dun & Bradstreet D-U-N-S number:	
Does the proposal include exceptions to any RFP specifications or requirements?	Yes No

Signer acknowledges receipt of addenda issued/posted to [the Health District Public Notices website](#):

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

Phone: _____ Email: _____

ATTACHMENT B

Price Form

Complete and submit Attachment B signed by Proposer’s authorized representative. Provide a **fully loaded hourly rate** (“Hourly Rate”) representing the all-inclusive cost to the Health District for the following Temporary Positions. If your firm cannot fulfill a requirement, indicate “N/A” in the Hourly Rate field and on a separate sheet explain why your firm cannot fill the Temporary Position.

List any additional non-medical positions offered by Proposer below (use a separate sheet if needed) and provide job descriptions for all on a separate sheet. Additional positions will not be scored.

Refer to [Appendix 1 - Description of Temporary Positions](#).

Temporary Position	Hourly Rate
Accounting Technician (Accounts Payable/Receivable)	\$
Accountant I	\$
Accountant II	\$
Administrative Aide	\$
Administrative Secretary	\$
Contract Administrator	\$
Courier	\$
IT Systems Administrator	\$
Janitor	\$
Paralegal	\$
Payroll Clerk	\$
Procurement Clerk	\$
Purchasing Agent	\$
Security Aide	\$
Warehouse Clerk	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Company Name: _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

Phone: _____ Email: _____

APPENDIX 1

Description of Temporary Positions

Accounting Technician: Post data to ledgers, reconcile and adjust journal entries, prepare daily cash receipts, provide detailed and accurate work as assigned.

Accountant I: Post data to various ledgers and registers. Prepare reimbursement requests for federal and state grants; monitor grant related expenditures as instructed by higher level staff.

Accountant II: Monitor financial activity on assigned programs and prepare monthly expenditure reports for program managers. Reconcile Health District general ledger, revenue accounts, expenditures, and cash balances.

Administrative Aide: Answer phones, type notes, scan, copy and file documents, pick up department's mail and distribute. Enter data in computer as instructed.

Administrative Secretary: Screen Director/Managers calls. Take detailed messages. Prepare agendas and transcribe meeting minutes. Maintain calendar, schedule meetings, and provide secretarial assistance to the Director or Manager as assigned.

Contract Administrator: Gather necessary data/financial information for preparing drafts of contracts, leases, MOU's and amendments, routing for approvals internally, to Contractor and finalize.

Courier: Pick up and deliver mail/packages to departments throughout the Health District. Deliver orders and supplies as provided by Central Supply staff. Must be able to read and follow directions. Must have a valid Nevada driver license and an excellent driving record. Must be able to lift and carry objects up to 40 lbs.

IT Systems Administrator: Perform basic systems security administration functions. Monitor and manage system resources. Maintain system documentation and logs. Provide support to IT Manager. Requires a bachelor's degree in related field and IT work experience.

Janitor: Clean and care for assigned areas of the Health District, clean and sanitize restrooms, and breakrooms. Must be able to work independently with little supervision.

Paralegal: Understands legal office terminology, forms, documents, and procedures. Receives direction from legal counsel to prepare documents, review contracts, transcribe recordings, maintain records, and track progress of work submitted through legal.

Payroll Clerk: Oversee the payroll process, transmit the direct deposit file, identify, and resolve discrepancies in employee pay by researching data and correcting entries. Prepare reports.

Procurement Clerk: Work under direction of Purchasing Agent to review requisitions, compare pricing and contact vendors to determine if lower costs are available. Maintain records.

Purchasing Agent: Analyze purchase requisitions and determine if pricing is appropriate or look for preferred pricing. Obtain multiple quotes or secure sole source documentation.

Security Aide: Patrol interior and exterior grounds of Health District maintaining a visible presence to ensure the safety of staff and visitors while securing the building. Assist senior staff with investigations into accidents and incidents occurring on Health District property. Respond to calls for assistance and maintain a log of all accidents and incidents.

Warehouse Clerk: Assist Central Supply staff with duties in mailroom and warehouse receiving. Assist in stocking and pulling items from shelves. Must be able to lift objects up to 40 lbs.