

State of Nevada Announces Recruitment For...

GRANTS & PROJECTS ANALYST III - 07.753

APPROXIMATE ANNUAL SALARY - \$49,694.40 to \$74,082.24 PAY GRADE:

37
*A Permanent, full time vacancy
*Department: Attorney General
*Division: Attorney General
*Location: Carson, Minden, Gardnerville, Genoa
*Open to all qualified persons.
*Applications accepted for another 13 Days 4 Hrs 43 Mins

ANNOUNCEMENT NUMBER 24683

*Posted 04/13/15
*Direct inquiries to:
ROSANA WOOMER
(775)684-0132
or email rwoomer@admin.nv.gov

The Position

Grants & Projects Analysts develop and implement and/or assess, monitor, control and review grant-in-aid projects/programs administered by State agencies, and provide assistance to recipients in evaluating program effectiveness.

Incumbents, in addition to overseeing and administering various complex grants, supervise, train and evaluate the performance of subordinate professional staff, and serve as a resource to lower level analysts.

This position will provide management of an active grant unit and may manage programs funded from additional sources outside the State of Nevada General Funds, such as legal settlements and gifts. The position supervises a GPA I and answers to the Management Analyst IV of the agency's Grants Unit.

To see full Class Specifications visit: http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-7_0/

To Qualify

Education and Experience

1) Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and three years of professional grants experience which included writing grant applications to secure program funding; determining grant/subgrant program eligibility; researching, developing and implementing long-range grant program plans; managing fiscal aspects of grants/subgrants; and monitoring and enforcing grant/subgrant recipient compliance; OR an equivalent combination of education and experience; OR one year of experience as a Grants & Projects Analyst II in Nevada State service.

Special Notes

1) Travel may be required up to 25% of the time.

Special Requirements

1) A State of Nevada/FBI background check will be required of the selected applicant.

Additional Position Experience

1) This position requires experience with federal grants from the US Department of Justice.

2) This position requires experience with the administration, implementation and project experience of a statewide grant program.

Examination

If there are five or fewer qualified applicants, the exam will consist of an application evaluation. (This statement does not apply for Until Recruitment Needs are Satisfied (URS) announcements).

GRANTS & PROJECTS ANALYST III (07.753) Training and Experience Exam

The exam will consist of a rating of training and experience weighted 100%. 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 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 questions will result in a score based solely on the application.

Qualified applicants will be contacted by the hiring agency for interview.

- 1) Minimum Qualification Element (Base Points for T&E's) - 70 Points
- 2) Describe your experience, including numbers of years, in the compliance, monitoring and evaluation of grants relating to: a) Public Assistance; b) Hazard Mitigation and c) Individual Assistance.
- 3) Describe your experience, including numbers of years, in analyzing and interpreting complex regulations and statutes at a technical or professional level.
- 4) Describe your experience, including numbers of years, in compliance, monitoring, and evaluation of plans, policies and regulations in public, and non-profit organizations.
- 5) Describe your experience, including numbers of years, in program management.
- 6) Describe your experience, including numbers of years, in supervising professional staff.
- 7) Describe your experience, including numbers of years, in writing procedures, grants manuals, letters, instructions and reports.
- 8) Describe your experience, including numbers of years, in communication with the public, elected officials and other professionals, (public presentation and technical assistance).
- 9) Describe your experience, including numbers of years, with statistics and other data analysis.
- 10) Describe your experience, including numbers of years, in research and development of plans and objectives in local, State and federal government, non-profit organizations, community-based organizations.

Direct inquiries or correspondence to:

Division of Human Resource Management
Northern Nevada
209 East Musser Street,
Room 101
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

Division of Human Resource Management
Southern Nevada
555 East Washington Avenue,
Suite 1400
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