

# State of Nevada Announces Recruitment For...

## GRANTS & PROJECTS ANALYST II - 07.755

**APPROXIMATE ANNUAL SALARY - \$46,019.52 to \$68,361.12 PAY GRADE:**  
35

- \*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 6 Days 8 Hrs 30 Mins

**ANNOUNCEMENT NUMBER 25961**

- \*Posted 09/09/15
- \*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 possess a degree of knowledge and proficiency sufficient to perform advanced-level work and may provide work direction and training to others.

Under the supervision of the Attorney General's Chief Financial Officer (CFO), this position is responsible for fiscal oversight and assistance to the Multi-state Unit within the Attorney General's Bureau of Consumer Protection. The incumbent oversees the monitoring of the grantees under the National Bank Mortgage Settlement and the Nevada Bank of America Settlement. This position reviews proposals from prospective grantees; in coordination with the Chief Multi-state Counsel, assists in preparing grant agreements that include specific grantee performance and compliance requirements; receives and reviews reporting from the grantees and disburses funds in accordance with the grant agreements; provides the Chief Financial Officer with monthly financial reports; prepares and analyzes a variety of narrative and statistical reports; performs budget preparation; provides work program development; conducts internal audits, performs annual fiscal on-site audits and semi-annual desk audits cash reconciliations, and other duties as assigned by the CFO. The position also manages budgets, fiscal accounting, accounts receivable and payable; develops excel spreadsheets; and processes deposits and federal draw down requests. Experience with the Nevada State accounting system is preferred. Additionally, this position will have involvement in other federal grants and litigation settlements awarded the office of the Attorney General subject to the terms and restrictions of the National Bank Mortgage and Bank of America Mortgage Settlements. Some travel will be required. This is a settlement funded position expected to run through June 2017 but continued funding will be requested.

To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-7\\_0/](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 two 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 I in Nevada State service.

#### Special Notes

- 1) Travel may be required up to 25% of the time.
- 2) A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continued employment.

#### Special Requirements

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

### Examination

#### Application Evaluation Exam

The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

The following additional questions are part of this Recruitment

- 1) Please explain your experience with Standard Accounting Procedures including where and when the experience was obtained.
- 2) Please explain your experience with State Contract Requirements including where and when the experience was obtained.

**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  
Las Vegas, Nevada 89101-1046

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