

State of Nevada Announces Recruitment For...

GRANTS & PROJECTS ANALYST 2 - Underfill - 07.755

APPROXIMATE ANNUAL SALARY - \$64,414.80 to \$95,630.40 PAY GRADE:

35

*Permanent, full time vacancies as they may occur in this geographical location.

*In order to receive consideration, applicants must indicate their availability to work in one or more geographic locations.

*Department: Attorney General

*Division: Attorney General

*Location: Carson, Minden, Gardnerville, Genoa

*Open to all qualified persons.

*Applications accepted for another 7 Days 2 Hrs 48 Mins

ANNOUNCEMENT NUMBER 49808

*Posted 12/05/24

*Direct inquiries to:
JENNIFER KAUBLE
(775)684-0128

or email jenniferkauble@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.

The Attorney General's office is recruiting for a Grants & Projects Analyst 2 (underfill for a Grants & Projects Analyst 3) located in Carson City. This position is a grant-funded position that oversees grant programs, coordinates partnerships, researches data, assists with writing and submitting grant applications, reviews programmatic reports, performs thorough desk audits on all sub-grantee reimbursement claims, requests for more information from the sub-grantee when required, provides an update on any concerns/issues with sub-grantees to the Grants Unit Manager on a weekly basis, provides technical assistance to sub-grantees, and completes special project assignments and reports as assigned. This position works closely with sub-grantees, community partners, stakeholders, contractors, Administrative Assistants, Grants Managers and Federal agencies. Advancement to the next level in the series may occur upon meeting minimum qualifications, satisfactory job performance, and with the recommendation of the appointing authority. At the Grants & Projects Analyst 3 level, the position will supervise, train and evaluate the performance of subordinate professional staff, and serve as a resource to lower-level analysts.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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. *****THIS RECRUITMENT MAY CLOSE WITHOUT FURTHER NOTICE DEPENDING ON THE NUMBER OF APPLICATIONS RECEIVED. APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE*****

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 two years of professional grants experience which includes at least two of the following areas: writing grant applications; determining grant/subgrant program eligibility; researching, writing and implementing grant program plans; managing fiscal aspects of grants/subgrants; providing technical assistance to grant/subgrant recipients; and/or monitoring and ensuring grant/subgrant recipient compliance; OR graduation from high school or equivalent education and four years of professional grants experience which includes at least two of the areas as described above; OR one year of experience as a Grants & Projects Analyst I in Nevada State service; OR an equivalent combination of education and experience as described above.

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 detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

Direct inquiries or correspondence to:

Division of Human Resource Management

Division of Human Resource Management
Northern Nevada
515 East Musser Street,
First Floor
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

Division of Human Resource Management
Southern Nevada
7251 Amigo St,
Suite 120
Las Vegas, NV 89119

TDD for the Hearing Impaired (800) 326-6868