

State of Nevada Announces Recruitment For...

GRANTS & PROJECTS ANALYST 3 - 07.753

APPROXIMATE ANNUAL SALARY - \$70,282.08 to \$104,713.20 PAY GRADE: 37 *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 49807 *Posted 12/05/24 *Direct inquiries to: KARA CARMONNE (775)684-0107 or email karacarmonne@admin.nv.gov
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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.

The Attorney General's office is recruiting for a Grants and Projects Analyst 3 located in Carson City. This position is a grant-funded position that oversees grant programs, coordinates partnerships, researches data, writes and submits 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 Manager on a weekly basis, provides technical assistance to sub-grantees, and completes special project assignments and reports as assigned. This position supervises as well as works closely with sub-grantees, community partners, stakeholders, contractors, Administrative Assistants, and Grants Managers.

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 three years of professional grants experience which included 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 monitoring and ensuring grant/subgrant recipient compliance; OR graduation from high school or equivalent education and five years of professional experience as described above; OR one year of experience as a Grants & Projects Analyst II 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.

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

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TDD for the Hearing Impaired (800) 326-6868

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