

Job Title: GRANTS & PROJECTS ANALYST 3

Requisition ID 19263 - Posted 05/09/2023 - ATTORNEY GENERAL'S OFFICE - ATTORNEY GENERAL'S OFFICE - HR-VIOLENCE AGAINST WOMEN GRNT - Carson, Minden, Gardnerville, Genoa - Fiscal Management & Staff Services - Permanent - Full Time

GRANTS & PROJECTS ANALYST 3 - Requisition ID: 19263

Recruitment Type: **Open Competitive**

Posting Close Date: 5/23/2023

Geographical Location: Carson, Minden, Gardnerville, Genoa

Department: ATTORNEY GENERAL'S OFFICE

Division: ATTORNEY GENERAL'S OFFICE

Business Unit: HR-VIOLENCE AGAINST WOMEN GRNT

Work Type: PERMANENT

*Pay Grade: GRADE 37

Salary Range: \$56,522.16 - \$84,229.92

Full-Time/Part-Time: Full Time

Recruiter: DARRELL MORLAN

Phone: 775 684-0126

Email: Darrell.Morlan@admin.nv.gov

Position Description

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. 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 the Grants and Projects Analyst, works closely with sub-grantees, community partners, stakeholders, contractors, Administrative Assistants, and Grants Manager.

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.

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

Minimum Qualifications

- 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.

The Examination

Training and Experience Evaluation Exam

- The exam will consist of a rating of training and experience weighted 100%. It is essential that applications/resumes include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application/resume and your responses to the questions asked. 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/resume) 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. Once you apply for the position, you will be taken to a series of questions.

Special Requirements

- A pre-employment criminal history check and fingerprinting are required.

This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.

*The salary range indicated in this announcement is based on the Employee/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of 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.