

State of Nevada Announces Recruitment For...

MANAGEMENT ANALYST 2 - 07.625

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 13 Days 21 Hrs 26 Mins

ANNOUNCEMENT NUMBER 48302

*Posted 07/31/24
*Direct inquiries to:
KARA CARMONNE
(775)684-0107
or email karacarmonne@admin.nv.gov

The Position

Management Analysts conduct a variety of studies, research and analysis of management and administrative areas such as budgeting and financial analysis; departmental operations; legislative analysis; management research; and statistical and informational analysis.

The Attorney General's Office is recruiting for a Management Analyst 2 in Carson City. The incumbent is responsible for the development and management of budgets and internal budget tracking system, fiscal oversight of contracts, fiscal and grant reporting, grant management, coordinating budget preparations and preparing biennial budget requests, and identifying the need for work programs. The incumbent serves as the agency contract manager and pro-law administrator and supervises accounting staff.

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, finance, social sciences, mathematics or related field and two years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; OR graduation from high school or equivalent education and four years of professional experience as described above; OR one year of experience as a Management Analyst I in Nevada State service; OR an equivalent combination of education and experience as described above.

Special Requirements

1) This position requires a valid driver's license or evidence of equivalent mobility at the time of appointment and as a condition of continuing employment.
2) This position requires a State of Nevada/FBI fingerprint-based background check as a condition of appointment and as condition of continuing employment.

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

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

TDD for the Hearing Impaired (800) 326-6868

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