

Job Title: MANAGEMENT ANALYST 4

Requisition ID 19262 - 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

MANAGEMENT ANALYST 4 - Requisition ID: 19262

Recruitment Type: **Open Competitive**

Posting Close Date: 5/19/2023

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 39

Salary Range: \$61,616.88 - \$92,268.72

Full-Time/Part-Time: Full Time

Recruiter: KARA M CARMONNE

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Position Description

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 Office of the Attorney General is recruiting for a Management Analyst 4 in Carson City. The incumbent is responsible for managing and overseeing operations of the Grants Unit to include supervision of three staff; coordinating with various community partners, non-profit organizations, and other stakeholders; preparation and submission of grant applications, budgets, amendments, and required reporting; facilitating site reviews and other types of audits; responding to and implementing corrective action plans; knowledge and compliance with Federal requirements and best practices associated with grant management; implementing efficiencies while still ensuring compliance with State and Federal regulations; as well as managing all aspects of sub-granting processes.

Incumbents function as managers who train, supervise and evaluate the performance of subordinate supervisors; develop policies and procedures; and allocate staff and resources to accomplish goals and objectives.

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, finance, social sciences, mathematics or related field and four years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; OR Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and four years of professional experience which included budgeting, accounting, and/or economic or management analysis and projections; OR graduation from high school or equivalent education and six years of professional experience as described above; OR one year of experience as a Management Analyst III 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

- Candidates must submit to background checks prior to appointment and fingerprinting upon appointment.

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.