



## Division of Public and Behavioral Health

### Employment Job Description

Behavioral Health Crisis Care Continuum

Fiscal Manager

Management Analyst 2

### **General Description**

The Bureau of Behavioral Health Wellness and Prevention is hiring for a contractual Management Analyst 2.

his position will serve as a fiscal support staff for the Crisis Care Continuum activities. This will include working with a potential vendor to ensure gap funding is provided for critical crisis activities for crisis stabilization units and other important needs. This position will be assist with partner engagement, proper fiscal management, and setting up pertinent contracts to ensure the activities happen appropriately. These activities will include partnering with Nevada Medicaid, other public health programs and community-based organizations.

Management Analyst class specifications can be found here:

<https://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/ClassSpecs/70/07-612spc.pdf>.

### **Responsibilities and Standards**

- Assist and serve as a fiscal subject matter expert on the Crisis Care Continuum/Crisis Response System in Nevada; and,
- Collect, analyze, and interpret public health data; and,
- Coordinate and assist with the management/oversight of complicated budget; and,
- Assist with development of contractual agreement with potential vendor; and,
- Assist with communications and partner with a wide array of stakeholders to enhance Crisis Response System activities.

### **Requirements**

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.

**Competencies**

- Fiscal management
- Program planning/management
- Establishing business processes and policy and procedures
- Data interpretation
- Research and interpretation
- Professionalism
- Confidentiality and Privacy

**Salary information**

\$24.81 to \$29.51 per hour, depending on experience

The employee maintaining a hybrid work schedule -- part time in office, part time work from home preferred. Office located in Carson City, NV.

Candidates located in other parts of Nevada can be considered for fully remote work.

To apply, please send resume and cover sheet to Stacy McCool at [smccool@health.nv.gov](mailto:smccool@health.nv.gov).