



## Division of Public and Behavioral Health

### Employment Job Description Business Process Analyst 3

#### **General Description**

The Bureau of Behavioral Health Wellness and Prevention is recruiting for a contractual Business Process Analyst 3.

This position will serve as a lead project manager for refining and creating numerous business processes within the Bureau of Behavioral Health Wellness and Prevention. This position will also be responsible for creating clear documentation, process flows, and policies and training staff on the updated procedures.

Business Process Analyst class specifications can be found here:

<https://hr.nv.gov/uploadedFiles/hrnv.gov/Content/Resources/ClassSpecs/70/07-655spc.pdf>.

#### **Responsibilities and Standards**

- Serve as a project manager for refining and creating Bureau internal policies and procedures;
- Document and train staff on new procedures; and,
- Understand and navigate complex systems.

#### **Requirements**

Bachelor's degree from an accredited college or university in business, public administration, management information systems, or other disciplines related to the assignment and three years of progressively responsible professional experience in a related program area analyzing and interpreting program laws, regulations, policies and procedures, which included two years of experience applying recognized data processing concepts to business process planning and analyses; OR one year of experience as a Business Process Analyst II in Nevada State service; OR an equivalent combination of education and experience as described above.

#### **Competencies**

- Establishing business processes and policy and procedures
- Research and interpretation
- Professionalism
- Confidentiality and Privacy

#### **Salary information**

\$28.24 to \$33.73 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).