



Division of Public and Behavioral Health

Employment Job Description Competitive Bid Project Manager Management Analyst 3

General Description

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

This position will serve as a lead project manager for a competitive bid process for the Bureau of Behavioral Health Wellness and Prevention. This position will oversee complex budgets, ensure funding is appropriate to numerous agencies, ensure compliance with program and fiscal monitors, and other project management duties.

Management Analyst class specifications can be found here:

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

Responsibilities and Standards

- Serve as a project manager for the Bureau's competitive bid process,
- Foster partnerships with funded agencies; and,
- Oversee and manage a complicated budget; and,
- Understand and implement federal and state grant regulations and policies.

Requirements

Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three 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 three 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 five years of professional experience as described above; OR one year of experience as a Management 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
- Data interpretation
- Research and interpretation
- Federal and state grant/budget experience
- Professionalism
- Confidentiality and Privacy

Salary information

\$27.07 to \$32.23 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.