



### Announcement

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## State of Nevada Announces

### An Open Competitive Recruitment for:

### MANAGEMENT ANALYST 3

**APPROXIMATE ANNUAL SALARY - \$63,308.16 to \$94,335.84 PAY GRADE: 37**

For more information on benefit and retirement programs, please see the sections below.  
In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

#### JOB INFORMATION

- Work Type: A Permanent, full time vacancy
- Department: [Health and Human Services](#)
- Division: Public and Behavioral Health
- Location: Carson, Minden, Gardnerville, Genoa
- Job Class Code: 07.624

#### RECRUITMENT INFORMATION

- Announcement Number: 45125
- Open to all qualified persons.
- Posted 11/27/2023
- Close Date: 12/11/2023
- Recruiter:  
KARA CARMONNE  
Phone: (775)684-0107  
Email: [karacarmonne@admin.nv.gov](mailto:karacarmonne@admin.nv.gov)
- Applications accepted for another 14 Days 3 Hrs 39 Mins

#### 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 Bureau of Behavioral Health Wellness and Prevention is hiring a Management Analyst III in Carson City. The incumbent will be expected to conduct a variety of fiscal analysis, reconciliations, research, and analysis of management and administrative areas to include budget and financial analysis; departmental operations analysis such as fiscal forms, policies, and workflow; legislative fiscal impact analysis; management research; and statistical and informational analysis. The incumbent will also develop, implement, monitor, and review complex contracts, maintenance of understanding (MOU), and grants; recommend approval or modification to contracts based on governing laws and regulations; recommend and implement new or revised procedures and systems; conduct and/or assist in conducting financial, statistical, or investigative studies; compile and analyze data; prepare and present reports summarizing study results and conclusions; may make recommendations regarding policies, procedures, and the department's position on issues or future course of action within the fiscal management team leaders; and the development of new programs or services based upon study findings. 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. \*\*\* 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/](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-7_0/)

#### To Qualify:

In order to be qualified, you must meet the following requirements:

## Education and Experience (Minimum Qualifications)

- 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.

## Special Requirements

- This position requires a State of Nevada/FBI fingerprint-based background check as a condition of appointment and as condition of continuing employment.

## The 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.

### **INFORMATIONAL LINKS**

For more information about state employment, visit the following:

Division of Human Resource Management:

<http://hr.nv.gov>

Public Employees Retirement System:

<http://www.nvpers.org>

Public Employees Benefits Program:

<http://pebp.state.nv.us>

More Benefits Information:

<http://nvjobs.nv.gov/Applicants/EB>

### **REFER A FRIEND**

Help us reach qualified candidates! Refer a friend by clicking here:

[Email](#)

### **Direct Inquiries or Correspondence to:**

#### **Division of Human Resource Management Northern Nevada**

209 East Musser Street,  
Room 101  
Carson City, Nevada 89701-4204

TDD for the Hearing Impaired (800) 326-6868

#### **Division of Human Resource Management Southern Nevada**

555 East Washington Avenue,  
Suite 1400  
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

To begin the application process, click on the Apply button. Click Cancel to return to the previous page.

Apply

Cancel