

UNCLASSIFIED JOB ANNOUNCEMENT

Posted-January 31, 2023

Executive Grant Analyst – Resource & Compliance Analyst

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by the director of the Nevada Governor's Office of Federal Assistance and serves at the pleasure of the director.

AGENCY RESPONSIBILITIES:

The Office of Federal Assistance (OFA) was established on July 1, 2022, and codified within NRS 223.478-486. The OFA provides a range of grant-related support for the legislatively identified stakeholders. The OFA's vision is to support our stakeholders in obtaining, increasing, and maximizing federal assistance.

As the Governor's Office of Federal Assistance, our mission is to reduce barriers by providing inclusive, collaborative, comprehensive, and centralized support in obtaining federal dollars for Nevada.

The Office of Federal Assistance also serves as the single point of contact for Nevada's federal grant applications that are subject to intergovernmental review, supports the Nevada Advisory Council on Federal Assistance, and works with Nevada's federal delegation on grant-related initiatives.

Objectives of the Office include, but are not limited to, identifying:

- Methods for expanding opportunities for obtaining federal assistance.
- Performance metrics and targets relating to obtaining and maximizing federal assistance and improving the administration of grants.
- Methods for the effective administration of grants, including identifying specific tasks which must be performed to improve the administration of grants and a schedule for implementing any such tasks.
- Best practices for considering whether to respond to a grant opportunity, including, without limitation, the monetary and programmatic cost of implementing a grant.
- Methods for streamlining process, regulatory, structural and other barriers to the acquisition of federal assistance that exist at each level of federal, state or local government.
- Opportunities for reducing administrative costs associated with obtaining federal assistance.
- Opportunities for coordination between state agencies, local agencies, tribal governments and nonprofit organizations to avoid duplication and achieve common goals.

APPROXIMATE ANNUAL SALARY:

Up to \$70,437 plus benefits. (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

The OFA is hiring an Executive Grant Analyst/Resource and Compliance Analyst (EGA). The position reports to the director of the OFA. The candidate may be located in either Carson City or Las Vegas, Nevada. Virtual as well as in-person meetings may be required. Some travel, while limited, may also be required.

The Office is seeking applicants who thrive in a changing environment and who are able to contribute to and champion the Office's new transition to the Governor's Office of Federal Assistance. Candidates will contribute to and oversee legislatively mandated programs and serve as a model to the State in grant management and regulatory compliance.

Applicants must meet both the general and position-specific qualifications.

With minimal oversight, all Executive Grant Analysts must be able to:

- Work as an engaged, proactive, and supportive member of a dynamic, collaborative, flexible, driven, and professional teleworking team.
- Engage stakeholders and provide effective customer service, complaint resolution, and support through kindness, competence, and professionalism.
- Research, interpret, communicate, monitor, and apply relevant federal, state, and program-specific policy, eligibility, and requirements.
- Actively contribute toward achieving office objectives by making and articulating data and policy-informed recommendations.
- Thoughtfully, clearly, and engagingly present information tailored to a variety of stakeholder groups such as leadership, councils, committees, legislative bodies, agencies, members of the public, etc.
- Proactively seek out and capitalize on areas of opportunity, removing barriers, and solving problems through the application of strong research, reasoning, creative, critical thinking, and analytic abilities.
- Lead teams and hold meetings to discuss and move forward progress and deliverables based on program requirements.
- Concurrently manage multiple tasks of varying priority and independently determine a course of action to meet deadlines.
- Apply exceptional written and verbal communication, administrative, and organizational skills.

While the position may perform a wide variety of duties, the main areas of focus of the **EGA Resource & Compliance Analyst** are:

- Create targeted assistance packages of resources based on areas of need indicated in data reports, qualitative feedback, trends, surveys, and related information.
- Oversee the creation, collection, collation, and assessment of a library of resources to support the entire grant lifecycle, including manuals, templates, best practice guides, videos, presentations, training opportunities, tools, pre-written content, procedures, instructions, and policies, while ensuring accessibility, currency, accuracy, compliance, and applicability to stakeholder needs. Proactively seek out data and feedback to determine priorities and needs.
- Provide technical assistance and consultation to agencies and entities seeking guidance, with a focus on providing information related to the Grant Matching Program (in partnership with the program manager), policies, audit services, compliance review, and best practices.
- Provide technical assistance and consultation to agencies and entities seeking guidance, with a focus on providing information related to the GMS.

GENERAL QUALIFICATIONS FOR EGA:

- Bachelor's degree and one year of grant-related experience; or a combination of education and experience that demonstrates the candidate's ability to perform the job duties.
- Grant-related experience should include applied knowledge and demonstrated success in grant administration, processes, application development, and reporting, and the ability to obtain, apply, and communicate knowledge of federal as well as Nevada state award regulations, administrative and audit requirements, and cost principles.
- At least one year of experience overseeing a grant-awarding program, including application review, award distribution, recipient monitoring, reporting, and budget management.
- Advanced Microsoft Office skills and a high degree of technological literacy and adaptability.
- At least one year of customer service and/or communications experience.
- Experience working in both office and telework is preferred.

- Experience with the State of Nevada fiscal process is preferred, but not required.
- Experience with data collection, analysis, trend identification, forecasting, and reporting is preferred, but not required.
- Experience leading software implementation/rollout is preferred.
- Experience with electronic delivery of training or technical assistance is preferred.
- At least one year of experience of curriculum development, resource development, or policy and procedure development is preferred.

POSITION LOCATION:

Carson City or Las Vegas, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

All letters of interest and resumes will be accepted on a first-come, first-served basis. Hiring may occur at any time during the recruitment process. *To be considered, please complete and submit the [supplemental questionnaire](#) included on the next page.*

SUBMIT LETTERS OF INTEREST/ RESUMES/QUESTIONNAIRE/DIRECT INQUIRIES TO:

Office of Federal Assistance
Attn: Director Kristen Stout
100 N. Stewart, Suite 200
Carson City, NV 89701
Email to: grants@ofa.nv.gov

In your email or Letter of Interest, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

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.

**Office of Federal Assistance
Executive Grant Analyst – Resource & Compliance Analyst
Supplemental Questionnaire**

**Submit with Application
grants@ofa.nv.gov**

Instructions:

Please complete the Supplemental Questionnaire. The answers provided will be used to evaluate the skills, experience, and expertise of the applicant(s). Only the most qualified applicant(s) will move forward in the recruitment process. Complete the Supplemental Questionnaire and return as a pdf document to grants@ofa.nv.gov. Answers must be identified by question number. You do not need to retype the question on your submission. Include your first name and last name on each page of your submission document.

The Executive Grant Analyst-Resource and Compliance Analyst Supplemental Questionnaire is to be submitted with application. **Submit your document in a PDF format and email to grants@ofa.nv.gov. Late submissions will not be accepted.**

Question 1:

Please provide information regarding your experience in the following areas. Provide specific examples and the name of the employer and position held where this experience was obtained:

1. Experience in managing grant(s), specify type of grant(s), and your specific role.
2. Experience in providing technical assistance to persons needing guidance regarding grants processes as well as federal and state compliance.

Question 2:

Looking at the grant lifecycle, from the beginning (grant writing and awarding), middle (grant management), and end (grant close out), which aspects of the process are you most comfortable with and which aspects provide opportunity for growth, please expand.

Question 3:

Specific to either federal or state grants, do you have experience in developing the following: resources, manuals, policies and procedures, best practices, templates, and or tools applicable to grant management? If so, please expand.

Question 4:

What experience do you have within the State of Nevada on the following:

1. Federal grant acceptance process
2. Fiscal and budget process
3. Legislative process