

The **Records, Communications, and Compliance Division (RCCD)** currently has a Departmental transfer opportunity for a **Management Analyst III** within the **Fiscal Unit (CRU)** in **Carson City**. The incumbent is responsible to assist and backup the ASO III with fiscal/budget management and administrative support for the Division. Duties include: biennial budget preparation; fiscal year end closing; work program preparation; budget monitoring, reconciliation and maintenance; fiscal management and reporting of grant programs; oversee the Fiscal unit; prepare and present oral and written responses to the Director's Office, Governor's Finance Office, Legislative, and Executive Branch bodies; and prepare and present budget proposals to the Division Chief.

If you are interested in transferring to this position, please submit your written request to humanresources@dps.state.nv.us . Written requests will be accepted until **5:00 pm, Monday, December 27, 2021**. **If you have questions regarding this position, please call Lesa Galloway at 775-684-4983.**

When submitting a transfer request, please include the division you are presently working in, the geographical location and position you are applying for, and your telephone number.

Transfer Opportunities require the attached form to be completed . You may also attach any documents or information you would like the division appointing authority to consider.