

The Parole & Probation Division currently has a Departmental transfer opportunity for **Management Analyst II in Carson City.**

The Management Analyst 2 will manage the inventory, fleet services, travel, and contracts. The inventory management is a major responsibility for this Division as the Management Analyst 2 would be responsible for computers and office equipment for 469 FTEs as well as guns, tasers, radios, etc. for 261 sworn staff. Additionally, this position will be responsible for coordinating and booking the travel for the entire Division, and monthly reporting of vehicle mileage to fleet services (over 200 vehicles when fully staffed). The position will ensure active and new officers have vehicles available to them for case management. Finally, this position will manage the Division's contracts.

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, Thursday, May 14, 2015.** **If you have questions regarding this position, please call Lt. Robert Geraldo at 775-684-2637.**

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 when interested in a Transfer Opportunity. Also, please attach any documents or information you would like the division appointing authority to utilize for your consideration for the transfer opportunity.