

The **Director's Office** currently has a Departmental transfer opportunity for **Management Analyst II in Carson City**.

This position's responsibilities will include conducting audits on fiscal transactions, reviews of department processes, and oversight of the annual review of internal controls. This position will also be responsible for assisting staff in preparing, reviewing, and monitoring contracts; acting as the department's records official coordinator which includes oversight of public records requests and retention; maintaining the department's policy manual; and monitoring legislation which includes tracking bill draft requests/bills, providing analysis of the potential impact, and providing updates to department executive staff.

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, Wednesday, June 17, 2015**. **If you have questions regarding this position, please call Jennifer Bauer at 775-684-4698.**

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.