

The **Highway Patrol Division** has a **Departmental** transfer opportunity for a **Fiscal/Business Professional Trainee** or **Management Analyst II**. This is an opening for **one** position. It may be under-filled with a Fiscal/Business Professional Trainee or filled with a Management Analyst II.

*This position will be responsible to prepare all required federal financial reports for the Division in accordance with established timeframes and guidelines; assist with the preparation of federal and state budgets in accordance with the needs and intention of the funds requested; provide written requests and supporting documentation for Work Programs, Board of Examiners Action, or Interim Finance Committee action to the Department Budget Analyst; monitor draw requests for all grants in accordance with the Cash Management Act.*

If you are interested in transferring to this position, please submit your written request to [humanresources@dps.state.nv.us](mailto:humanresources@dps.state.nv.us) . Written requests will be accepted until **5:00 pm, Tuesday, October 1, 2013**. **If you have any questions regarding this position, please contact Joni Brandt at 684-4903.**

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.*