

OCCUPATIONAL GROUP: Business Administration

CLASS FAMILY: Grants and Contracts

CLASS FAMILY DESCRIPTION:

This family of positions includes those positions which monitor subgrantees, grantees, or contractors of quality of service delivery and compliance with grant or contract agreements and regulations; and to provide technical assistance, as well as those which are instrumental in preparing and managing the grants and contracts for the agencies.

CLASS TITLE: Grants and Contracts Support Specialist

DISTINGUISHING CHARACTERISTICS:

These positions perform paraprofessional work in grants and contracts. They prepare and review grant applications and/or contracts. These positions may monitor a budget and are responsible for staying within an assigned budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Monitors the grant or contract program; communicates with program staff; serves as liaison between the division and the public sector or other agencies.
- Maintains grant or contract files, either electronic or manual for project/program.
- Disseminates grant or contract documents.
- Monitors and/or reviews grants or contracts for compliance.
- Monitors spending to assure proper fiscal control.
- Performs site visits to ensure compliance with administrative, fiscal, program and performance requirements.
- Assists in writing grants.
- Monitors, reviews, and audits invoices and other fiscal documents; creates and maintains spreadsheets.
- Prepares reports for internal and external use.
- Analyzes issues and provides recommendations.
- Monitors timelines of the contract/grant and needs of the agency/department.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of rules, regulations, policies, and procedures of the agency.
- Knowledge of federal and state laws governing the program.
- Knowledge of grants and contracts regulations, policies and procedures.
- Knowledge of fiscal operations and management.
- Knowledge of general office procedures.
- Ability to analyze situations and/or problems and determine how changes effect area of assignment.

- Ability to perform arithmetic and clerical-related tasks.
- Ability to collect and compile accurate information.
- Ability to communicate well, both orally and in writing.
- Ability to effectively use computer software.

MINIMUM QUALIFICATIONS:

Education: Graduation from High School or Equivalent.

Experience: Three to Five years of full-time or equivalent part-time verifiable experience related to grants, accounting, business administration or economics.

Education and/or Experience Substitution: Coursework from a regionally accredited college or university or related business or vocational school may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Grants and Contracts Associate**DISTINGUISHING CHARACTERISTICS:**

These positions, at the entry level, perform professional work in the administration of grants and contracts. They manage or monitor grants or contracts; prepare and review grant applications or contracts. These positions ensure regulations are followed or assist grant recipients with the applications and funding procedures to ensure project is initiated within the required time frame. Typically, they do not have budgetary responsibilities, although they may be required to stay within an assigned budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Coordinates, implements, facilitates, or manages grant funding programs or contracts.
- Reviews grant applications or contracts for completeness and compliance with rules and regulations; contacts applicant to request additional information; makes recommendations on submitted grant applications.
- Prepares Requests for Proposals (RFPs); prepares funding documents for awarded grants.
- Reviews all fiscal and programmatic operations of all sub-grantees.
- Completes and submits progress and financial reports.
- Serves as liaison between community and other government agencies; meets with state and local government officials or contractors.
- Provides grantees with assistance; assists the grantee in obtaining local share funding.
- Assures grant or contract eligibility, validity, and requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pertinent laws and program funding policies for area of assignment.
- Knowledge of State grant/contract procedures.

- Knowledge of the fundamentals of accounting.
- Skill in oral and written communications.
- Ability to analyze documents.
- Ability to plan and organize work.
- Ability to establish and maintain effective working relationships at the federal, state and local levels.
- Ability to communicate effectively, orally and in writing.
- Ability to effectively use computer software.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Zero to one year of full-time or part-time verifiable experience related to grants, accounting, finance, business administration, economics or criminal justice.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to grants, accounting, finance, business administration, economics, or criminal justice may substitute for the required education on a year for year basis. Graduate level coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Grants and Contracts Specialist 1

DISTINGUISHING CHARACTERISTICS:

These positions, at the full-performance level, perform professional work in the administration of grants and contracts. They manage or monitor grants or contracts; prepare and review grant applications or contracts. These positions ensure regulations are followed or assist grant recipients with the applications and funding procedures to ensure project is initiated within the required time frame. Typically, they do not have budgetary responsibility, although they may be required to stay within an assigned budget. Some positions may serve as a lead worker. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Develops and administers state and federal grant programs or contracts for programs and services.
- Reviews documents and reports completeness and compliance with rules and regulations.
- Reviews and processes budget adjustments, time extensions, and expenditures requests to assure grants are in good standing and comply with federal and state requirements.
- Completes and submits progress and financial reports.
- Conducts workshops and meetings to advise state and local government officials, community leaders, and private sector parties of available programs and trains these parties on grant writing and grant procedures/administration.

- Serves as liaison between community and other government agencies; meets with state and local government officials or contractors.
- Provides grantees with assistance; assists the grantee in obtaining local share funding.
- Assures grant or contract eligibility, validity, and requirements.
- May assign and review work of others.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pertinent laws and program funding policies for area of assignment.
- Knowledge of State grant/contract procedures.
- Knowledge of the fundamentals of accounting.
- Skill in oral and written communications.
- Ability to analyze documents and approve grant applications.
- Ability to plan and organize work.
- Ability to establish and maintain effective working relationships at the federal, state and local levels.
- Ability to communicate effectively, orally and in writing.
- Ability to effectively use computer software.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Two to three years of full-time or part-time verifiable experience related to grants, accounting, finance, business administration, economics, or criminal justice.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to grants, accounting, finance, business administration, economics, or criminal justice may substitute for the required education on a year for year basis. Graduate level coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Grants and Contracts Specialist 2

DISTINGUISHING CHARACTERISTICS:

These positions, at the full-performance level, perform professional work in the administration of complex grants or contracts. They manage or monitor grants or contracts; prepare and review grant applications or contracts; plan, design and implement procedures. These positions ensure regulations are followed or assist grant recipients with the applications and funding procedures to ensure project is initiated within the required time frame. Typically, they do not have budgetary responsibility, although they may be required to stay within an assigned budget. These positions serve as lead workers or supervise less than three staff. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assigns and reviews the work of others; trains staff.
- Develops and administers state and federal complex grant programs or contracts for programs and services.
- Plans, develops/designs goals, guidelines, and objectives of program.
- Develops program budget and timeline; disburses funds to sub-grantees.
- Reviews documents and reports completeness and compliance with rules and regulations.
- Reviews and processes budget adjustments, time extensions, and expenditures requests to assure grants are in good standing and comply with federal and state requirements.
- Completes and submits progress and financial reports.
- Conducts workshops and meetings to advise state and local government officials, community leaders, and private sector parties of available programs and trains these parties on grant writing and grant procedures/administration.
- Serves as liaison between community and other government agencies; meets with state and local government officials or contractors.
- Provides grantees with assistance; assists the grantee in obtaining local share funding.
- Assures grant or contract eligibility, validity, and requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pertinent laws and program funding policies for area of assignment.
- Knowledge of State grant/contract procedures.
- Knowledge of the fundamentals of budgeting and accounting.
- Skill in oral and written communications.
- Ability to supervise or lead the work of subordinates.
- Ability to analyze program policies and documents.
- Ability to plan and organize work.
- Ability to establish and maintain effective working relationships at the federal, state and local levels.
- Ability to communicate effectively, orally and in writing.
- Ability to effectively use computer software.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Three to four years of full-time or part-time verifiable experience related to grants, accounting, finance, business administration, economics, or criminal justice.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to grants, accounting, finance, business administration, economics, or criminal justice may substitute for the required education on a year for year basis. Graduate level coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Grants and Contracts Specialist 3

DISTINGUISHING CHARACTERISTICS:

These positions, at the advanced level, perform professional work in the administration of highly complex, statewide grants or contracts. Some positions supervise the work of technical and support staff; while other positions serve as a specialist in administering state grant programs through the Governor's Office and have program and financial management of specific grants. They generally do not have budgetary responsibilities, although they may be required to stay within an assigned budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Provides technical assistance to program area.
- Conducts review of budget for legislative intent.
- Designs program descriptions, guidelines, eligibility criteria and application forms.
- Conducts pre-grant meetings to explain program grant guidelines, procedures, requirements and regulations.
- Supervises staff; plans, assigns and reviews the work of staff.
- Develops program budget and timeline; disburses funds to sub-grantees.
- Reviews and approves grants.
- Provides technical assistance to local governments; meets with local government officials to review projects and administration of grants.
- Conducts site visits.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pertinent laws and program funding policies for area of assignment.
- Knowledge of State grant/contract procedures.
- Knowledge of the fundamentals of budgeting and accounting.
- Skill in oral and written communications.
- Ability to supervise subordinates.
- Ability to analyze program policies and documents.
- Ability to plan and organize work.
- Ability to establish and maintain effective working relationships at the federal, state and local levels.
- Ability to communicate effectively, orally and in writing.
- Ability to effectively use computer software.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Four to five years of full-time or part-time verifiable experience related to grants, accounting, finance, business administration, economics, or criminal justice.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to grants, account, finance, business administration, economics, or

criminal justice may substitute for the required education on a year for year basis. Graduate level course work from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Grants and Contracts Manager

DISTINGUISHING CHARACTERISTICS:

These positions perform administrative, managerial, and supervisory work with responsibility for a program component. They develop and implement methods related to programs. These positions supervise professional staff and have financial responsibilities within the program component that they manage. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Manages and directs staff in the implementation and administration of state and federal grant programs.
- Manages programs; ensures program functions are in compliance.
- Interacts with federal and state agencies on program administration, funding levels, and interpretation of regulations and policies.
- Oversees the development of the budget for grant programs and recommends the allocation of funds.
- Oversees the disbursement of grant monies to sub-grant agencies and the filing of financial reports.
- Writes reports on grant program operations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal and state law related to the area of assignment.
- Knowledge of agency policies, pertinent laws and program funding policies for area of assignment.
- Knowledge of State grant/contract procedures.
- Knowledge of the fundamentals of budgeting and accounting.
- Skill in oral and written communications.
- Ability to manage and supervise subordinates.
- Ability to interpret federal and state law and agency policies.
- Ability to analyze program policies and documents.
- Ability to plan and organize work.
- Ability to establish and maintain effective working relationships at the federal, state and local levels.
- Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Five to seven years of full-time or part-time verifiable experience related to grants, accounting, finance, business administration, economics, management, or criminal justice.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to grants, accounting, finance, business administration, economics, management, or criminal justice may substitute for the required education on a year for year basis. Graduate level coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Grants and Contracts Manager Senior**DISTINGUISHING CHARACTERISTICS:**

These positions perform complex administrative and managerial work by overseeing the administration of grants or contracts management through subordinate managers for a state agency or division; or oversee the administration of the grants management system for the Homeland Security Grant Program. They ensure compliance and accountability and develop and implement methods, policies, and procedures. These positions have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, develops, and executes through subordinate managers and professional staff a grant or contract program.
- Manages and directs staff.
- Manages and directs the operations and functions of the unit.
- Develops, implements, and evaluates procedures for effectiveness and efficiencies..
- Develops administrative budget.
- Researches federal and state regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal and state laws and regulations related to area of assignment.
- Knowledge of federal and state grant financial guidelines and reporting requirements.
- Knowledge of agency policies, pertinent laws and program funding policies for area of assignment.
- Knowledge of State grant/contract procedures.
- Knowledge of the fundamentals of budgeting and accounting.
- Skill in oral and written communications.
- Ability to manage and supervise subordinates.
- Ability to interpret federal and state law and agency policies.

- Ability to analyze program policies and documents.
- Ability to plan and organize work.
- Ability to establish and maintain effective working relationships at the federal, state and local levels.
- Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Six to eight years of full-time or part-time verifiable experience related to grants, accounting, finance, business administration, economics, management, or criminal justice.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to grants, accounting, finance, business administration, economics, management or criminal justice may substitute for the required non-supervisory experience on a year for year basis.

Certifications, Licenses, Registrations: None.