State of Minnesota
Classification Specification

Class Code: 001303 Bargaining Unit(s): 214
Career Family: Loans and Grant Careers

Grants Specialist 1

I. KIND AND LEVEL OF WORK

The first of four levels in the Grants Specialist series. Under immediate supervision, an employee in this class reviews, analyzes, and monitors grant requests for accuracy and technical competency. These positions provide technical assistance to applicants and grantees, review financial and program documentation, and identify or recommend actions needed to resolve routine compliance or administrative issues.

II. DISTINGUISHING CHARACTERISTICS

Positions in the Grants Specialist 1 classification apply knowledge of grant administration and grant program requirements to manage and administer grants. This typically involves reviewing standard forms, reports, expenses and grant performance to ensure compliance. Issues that fall outside of the scope of grant parameters or regulatory and procedural guidelines are reviewed by a more senior grants expert.

The Grants Specialist 2 has greater knowledge of grants and program management and greater autonomy to conduct grants activities than the Grants Specialist 1 classification, including grants related to programs that require greater expertise in the subject area and the ability to determine the most effective method to manage grants and recommend corrective action.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Review and analyze proposed budgets and grant requests for compliance with federal and state requirements by interpreting and analyzing federal regulations, rules and policies/procedures. Communicate this information to grantee applicants.
- Analyze and interpret institution financial reports and advise grantees on changes needed to comply with state grant criteria; determine if funding is within the dollar limitations of the specified program; submit timely documentation and reports; check eligibility and completeness of information.
- Monitor and review grantee financial and progress reports so that funds are properly expended by reviewing periodic monitoring reports such as quarterly project and financial status reports, contacting clients and proposing solutions to resolve problems discovered during monitoring, collecting data and preparing data entry items as required.
- Maintain liaison with federal officials with regard to changes in federal reporting and procedure requirements to ensure adequate information on federal guidelines is communicated to sub-grantees by responding to client questions, providing on-site technical assistance/training sessions with state and local interest groups/task forces, and

working with subgrant officials in joint projects related to public relations and public presentations.
- Provide technical assistance to grantees to develop grant applications so that reasonable budgets are developed by determining if requested funding is consistent with program plans and within the limitations of the specific financial assistance program involved.
- Determine compliance with budgetary and reporting provisions of grants.
- Recommend changes (e.g., modifications, termination dates, special conditions) to departmental policy-making groups so that grants are appropriately administered by evaluating the fiscal performance, producing reports and information for program analysis, and documenting the results of the program's implementation.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Grant administration principles and procedures and applicable state and federal requirements sufficient to administer grants within established or standardized program requirements.
- Accounting, budgeting and financial management principles sufficient to review grant budgets, expenditures, financial reports, and supporting documentation.
- The structure and functions of federal, state, regional, and local government as they relate to grant-funded programs.
- Grant, financial and data systems sufficient to review, track, analyze, and report grant-related information.

Skill in:

- Analyzing grant applications, budgets, financial information, and program documentation to identify compliance and administrative issues.
- Communicating grant requirements, procedures, findings and needed corrections clearly to applicants, grantees, program staff, and governmental partners.

Ability to:

- Apply established grant requirements, policies and procedures to varied grant administration situations.
- Establish and maintain effective working relationships with applicants, grantees, program staff, and governmental partners.
- Identify grant administration or compliance issues and determine or recommend appropriate action based on grant program requirements and regulatory standards.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): Planning Grants Analyst I, 11/1971
Planning Grants Analyst, 03/1976
Grants Specialist, 08/1996

REVISION HISTORY

Established: 11/1971

Revised: 05/26/1993, 10/2026

Title Change: 03/1976, 08/1996, 10/2026

Checked: 07/29/1999