State of Minnesota
Classification Specification

Class Code: 001304 Bargaining Unit(s): 214
Career Family: Loans and Grants Careers

Grants Specialist 3

I. KIND AND LEVEL OF WORK

The third of four levels in the Grants Specialist series. Under limited supervision, an employee in this class is responsible for analyzing, monitoring and assisting in administering grants which are highly complex and technical in nature. Responsibility extends to recommending the withholding of funds or other punitive actions in cases of noncompliance while general and technical guidance is received from a higher-level grant administrator or other administrative employee. An employee in this class works with considerable independence of action.

II. DISTINGUISHING CHARACTERISTICS

The Grants Specialist 3 has considerable knowledge of grant management and administration spanning multiple grants. At this level, incumbents have the flexibility to seek funding opportunities, recommend corrective action, and advise on grant program and funding requirements. The grants are typically more complex and have a broader scope than the Grants Specialist 2. Additionally, positions in the Grants Specialist 3 classification propose changes to policies and procedures and have independence in grant administration. The Grants Specialist 2 provides guidance and monitors grant administration for grants with a singular focus or may not be responsible for managing all components of the grants. At the Grants Specialist 2 level, incumbents rely heavily on grant and program policies and procedures and consult experts on difficult issues.

Grants Specialist 4s have significant knowledge of grants management, including administration, monitoring, policies, and procedures. Incumbents are responsible for developing grants programs and related procedures and may testify about these programs in public forums including the legislature. The size and scope of grants is significant, with multiple grants under the oversight and review of incumbents at this level. Incumbents routinely act as experts and advise grant managers on complex issues that arise.

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.)

- Develop tools to support efficient and coordinated development of grant budgets and application processes.
- Coordinate and conduct periodic field inspections of program and project related sites to ensure state and federal compliance responsibilities are met and maintain effective management of the grant process.
- Analyze and comment on grant requests which are monetarily large or which are of a highly complex and technical nature, including review of subgrantees and subrecipients to monitor adherence to grant requirements.

- Conduct studies of the implementation and effectiveness of large and technical grant programs to ensure project goals are obtained.
- Advise grant applicants and grant program managers on the financial and programmatic aspects of grant applications for multiple programs with significant scope to provide an understanding of the grant application process.
- Approve or disapprove grantee requests for budgetary changes which are of a sensitive nature so that original goals and objectives are maintained.
- Monitor subcontract and subaward activities. Provide assistance, guidance and advice so that contracts are completed according to schedule, contract terms are complied with, and proper use of government funds is ensured.
- Testify before the departmental grants or policy committee and recommend appropriate action in the areas of project funding, special stipulations and grants administration.
- Work closely with grant managers and program staff in the development of projects, grant applications, and project applications so that new areas of need are identified.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Considerable knowledge of departmental programs and state and federal procedures regarding the administration of grants.
- Extensive knowledge of laws, regulations, policies, and procedures relating to federal grant programs.
- Considerable knowledge of the structure and functions of federal, state and local units of government.
- State and agency procurement policies.
- The processes used in planning and budgeting.

Ability to:

- Establish and maintain effective working relationships with federal, regional, state and local government officials.
- Present ideas and opinions in a clear and precise manner.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

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

REVISION HISTORY

Established: 11/1971

Revised: 10/2026

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

Checked: 11/1992, 07/1999