State of Minnesota
Classification Specification

Class Code: 001644 Bargaining Unit(s): 214
Career Family: Loans and Grant Careers

Grants Specialist 2

I. KIND AND LEVEL OF WORK

The second of four levels in the Grants Specialist series. Under general supervision, an employee in this class is responsible for the processing, analysis and monitoring of grants. Responsibility extends to contracts, review of financial reports and certification to the accounting section for reconciliation of funding. These positions make recommendations to the grant administrator or other administrative employee regarding action to be taken relative to special conditions and termination of grants.

II. DISTINGUISHING CHARACTERISTICS

This class is differentiated from the Grants Specialist 1 in that employees in this class are expected to both initiate and close routine grants ensuring that all federal and state requirements are met. Although the work of this classification still has oversight, incumbents are expected to have greater understanding the program parameters and the financial management aspects of the grants. Incumbents in the Grants Specialist 1 generally monitor financial and performance aspects of grants, including reconciliation, grant budgets, and other related components of the grant, but typically rely on program experts and more senior grants specialists to provide guidance on technical specifications and reasonableness of changes to the grant.

The Grants Specialist 3 typically manages multiple grant programs with differing areas of focus and program requirements. This requires greater expertise in grants management as well as knowledge of multiple program areas in order to effectively manage and administer those grant programs. Incumbents develop procedures and policies related to grants, track legislation, and communicate grant and program information across the agency. At this level, incumbents are able to investigate and resolve issues related to grants, provide expert guidance on complex questions that arise from grant managers, and identify grant funding opportunities for the agency with minimal oversight.

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 changes to grant parameters and grant request budgets to ensure compliance with federal and state requirements.
- Analyze, through performance of fiscal evaluations and assessment of program goals, the implementation of grants so that expressed grant objectives are achieved.
- Monitor and analyze grantee financial and programmatic progress reports to assure funds are properly expended and the goals of the grant are achieved.
- Assist in writing special conditions of new grants to ensure realistic budget limitations.
- Monitor grant projects and provide guidance so that projects are completed according to schedule.

- Provide initial review of grant applications to ensure application eligibility.
- Execute contracts with new grantee to ensure legal requirements are met.
- Provide technical assistance to grantees in the development of grant applications to ensure reasonable budgets are developed.
- Execute the closing of grants as required to ensure that all federal requirements for grant closings are followed.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Thorough knowledge of grants administration principles and procedures and applicable state and federal requirements sufficient to identify where additional application information is needed, compile contracts, encumber funds, track grant projects to completion, initiate project extensions, and close out grant projects.
- Thorough knowledge of accounting, budgeting and financial management principles sufficient to analyze grant budgets, expenditures and financial reports.
- The structure and functions of federal, state and local units of government.

Ability to:

- Establish and maintain effective working relationships with applicants, grantees, and federal, state, regional and local government officials.
- Communicate grant parameters and objectives effectively.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

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

REVISION HISTORY

Established: 03/1976

Revised: 10/2026

Title Change: 08/1996, 10/2026

Checked: 11/1992, 07/1999