

## GRANTS SPECIALIST

### KIND OF WORK

First level professional grants administration work.

### NATURE AND PURPOSE

Under immediate supervision, reviews grant requests for accuracy and technical competency, administer grant projects by analyzing grants for procedural and budgetary compliance, and reporting requirements.

This class differs from the Accounting Officer class because of its emphasis on review of grant compliance with budgetary and reporting requirements, approval review of grant conditions, as well as the continuing review of implementation of grant projects. This is in contrast to the professional accounting work focus of the Accounting Officer's duties as the fiscal officer of a small operation, or as an assistant to higher-level accounting personnel in a larger fiscal operation providing a wide range of clearly-defined accounting services.

The class differs from the Planner class in that the Planner is primarily responsible for professional interdisciplinary planning and analysis work used in the preparation of reports, research studies or projects which may have wide cultural, political, or social implications as well as possible economic impact. Although this work can be similar to the duties of a Grants Specialist, the focus of the Grants Specialist is on grant approvals and administration.

An employee in this class receives grant requests from local and regional units of government and commissions and may make specific program recommendations to the departmental policy making group.

The "Series at a Glance" chart differentiates Grant Specialist from the adjacent class of Grants Specialist, Intermediate. When work activities overlap several adjacent job classes within this series, the importance, autonomy, and frequency/time spent on these activities impact the final classification decision.

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

Reviews and analyzes proposed budgets and grant requests for compliance with federal and state requirements by interpreting and analyzing federal regulations, rules, policies/procedures, and communicating this information to grantee applicants; analyzing and interpreting institution financial reports and advising grantees on changes needed to comply with state criteria; determining if funding is within the dollar limitations of the specified program; submitting timely documentation and reports; checking eligibility and completeness of information.

Monitors and reviews grantee financial and progress reports so that funds are properly expended by receiving and reviewing periodic monitoring reports such as quarterly project and financial status reports; contacting clients and proposing solutions to resolve problems discovered during monitoring, (may include resubmitting reports, amending financial assistance awards, returning funds, or evaluating suspected abuse); retaining grant program financial payment records and files as specified by regulation; collecting data and preparing data entry items as required.

Maintains liaison with federal officials with regard to changes in federal reporting and procedure requirements to ensure adequate information (on federal guidelines) are communicated to sub-grantees by functioning as an information clearinghouse for 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.

Provides technical assistance to grantees to develop grant applications so that reasonable budgets are developed by determining if requested funding is within the limitations of the specific financial assistance program involved; assessing whether financial match requirements have been met by the applicant; analyzing funding to avoid duplication within or between programs; verifying that subgrant payments for services are consistent with program plans (budget categories) as authorized.

Determines compliance with budgetary and reporting provisions of grants so that management and client groups are kept up to date on financial assistance program activities, and program needs are identified and met by on-site monitoring and/or identification of special problems.

Recommend changes (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 by documenting the results of the program's implementation.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Structure and functions of federal, state, and local units of government sufficient to understand program goals and documentation processing.

Accepted accounting practices and principles sufficient to understand state and federal appropriation, accounting and reporting systems; analyze financial records and reports; review budgets; and recommend solutions to procedural and operational problems.

Departmental programs, state, and federal procedures regarding obtaining and administering grants sufficient to understand Grants Programs contract procedures and the payment process to comply with federal laws and rules.

Electronic data processing equipment sufficient to prepare and analyze complex financial and statistical automated reports.

Ability to:

Establish and maintain working relationships with federal, regional, state, and local government officials sufficient to logically assess and solve problems encountered in the areas of establishing and maintaining federal reporting, subgrantee fiscal records at state level, and interpreting department, state, and federal policies and procedures.

Speak and write effectively sufficient to explain and discuss regulatory, procedural or policy issues with federal, state, and local officials, as well as program staff, in training sessions, formal and informal presentations, meetings, and a variety of written communications.

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Chk: 07/29/99

T.C.: 03/76; 08/96  
Former Title(s): Planning Grants Analyst I

Planning Grants Analyst