

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1.

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst (trainee) 9-P11	10. Division Finance and Operations
5. Working Title (What the agency calls the position) Grant Coordinator	11. Section Grants
6. Name and Position Code Description of Direct Supervisor MAYES, JON E; NATURAL RESOURCE MANAGER-3	12. Unit Recreation Grants
7. Name and Position Code Description of Second Level Supervisor SUMMERS, CLAYTON; STATE ADMIN. MANAGER-1	13. Work Location (City and Address)/Hours of Work 525 W. ALLEGAN ST; LANSING, MI 48933 / M-F 8am to 5 pm

14. General Summary of Function/Purpose of Position

This position will serve as a regional representative for one or more areas of the State for the Land and Water Conservation Fund, Michigan Natural Resources Trust Fund, and other programs administered by the Department. Primary duties include grant project administration and program support.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 45

Review and evaluate grant applications from local units of governments, and in some cases DNR Divisions.

Individual tasks related to the duty:

- Review grant applications against established criteria and determine the appropriate application score, using written guidelines and through consultation with other grant coordinators and the section manager.
- Conduct occasional site visits to verify application information.
- Keep detailed written records of the results of the application evaluation process.
- Communicate final scores to applicants and provide guidance on how applicants can improve their score.
- Maintain the Section database with application and project information and score results.

Duty 2

General Summary:

Percentage: 35

Manage grants awarded to local units of government and/or DNR Divisions.

Individual tasks related to the duty:

- Review project plans and specifications for compliance with project scope.
- Track project progress.
- Maintain ongoing verbal and written communications with grantees.
- Identifying problem areas and work with Unit and Section Managers to resolve.
- Maintain detailed written record of grant oversight activities, including file notes and keep the grant database up to date
- Refer appraisals to Real Estate Services Section for review and determination of Market Value.
- Analyze requests for changes to project scope.
- Review and reconcile internal audit reports with Grants file.
- As assigned, assist the Section Manager with administrative tasks associated with other Department grant programs.
- Assist in resolution of Grant Agreement compliance issues noted during post-completion inspections.

Duty 3

General Summary:

Percentage: 10

Assist Unit and Section Manager with coordination of grant program administrative tasks.

Individual tasks related to the duty:

- Draft and review documents (procedure manuals, applications, project agreements, etc) for grant programs.

- Analyze responses to post-completion compliance inspections and surveys.
- Conduct post-completion compliance inspections for DNR grant-encumbered sites.
- Review and process request for conversions of land acquired or developed with Grant funds. This includes assuring that mitigation land meets program requirements.

Duty 4

General Summary:

Percentage: 5

Provide information and technical assistance on grant program requirements to local units of government, their contractors and Department land-managing Divisions.

Individual tasks related to the duty:

- Through telephone consultations, one-on-one meetings, written communications, and participation in workshops or other events, provide information and guidance to potential grant applicants on the types of grant funding available, the specific requirements of the various grant programs and the issues the applicant should consider in preparing an application based on the specific type of project proposed.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned by the Unit Supervisor or Section Manager.

Individual tasks related to the duty:

- Perform other duties associated with administration of Grants Management Section as assigned by the Unit or Section Manager.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Evaluation of grant applications according to established written criteria.
- Determining if a grant agreement for a development project should be amended to alter the project scope, when such a change impacts less than 25 percent of the project scope (in situation where the grantees' ability to complete the entire project may be in jeopardy).
- Determining if a proposed project is appropriate and/or eligible for a specific grant program.

17. Describe the types of decisions that require the supervisor's review.

Any issue associated with application evaluation or grant program administration for which there are not written guidelines, including enforcement of grant agreement terms.

Determining if a grant agreement for an acquisition project should be amended to either increase or reduce the amount of land being acquired with Grant funds.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Majority of the work occurs in an office setting in Constitution Hall, Lansing. Very limited field work at remote sites across the State for review of existing and potential projects. Transporting file boxes of application materials to and from internal and external meetings.

Site visits often involve walking on uneven ground and traversing wooded and hilly areas.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Review, evaluate and score grant applications and oversee completion of grant funded projects. Monitor post-completion compliance inspections of funded projects.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This position is being downgraded for training purposes.

25. What is the function of the work area and how does this position fit into that function?

The Grants Management Section issues and manages grants to local and State government under several different programs, each with its own legislation, funding source and administration requirements. The section also provides administrative support for programs housed in other DNR Divisions. This position will serve as a regional representative for recreation grant programs administered by the Grants Section.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Alternate Education and Experience

Departmental Analyst 9 – 12

Educational level typically acquired through completion of high school and the equivalent of at least two years of full time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education

requirement.

Departmental Analyst (Departmental Trainee) 9

Education-

Educational level typically acquired through completion of high school.

Experience-

Four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Three years of experience as an E9, E10, or E11-level worker in an ECP Group One classification.

OR

Two years of experience as an experienced level worker in an ECP Group One technician or paraprofessional classification.

OR

Two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

One year of experience as a second-line supervisor in an ECP Group Three classification.

*Paraprofessional classifications are those requiring an associate's degree or two years of college.

Educational Substitution-

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Department's programs, especially outdoor recreation programs.

Knowledge of the use of computer software commonly used in state government, including Microsoft Word and Excel.

Good communication skills, including public speaking and written communications.

Ability to analyze information and prepare written summaries in time-sensitive situations.

Ability to excel as a team member in a highly structured work environment with multiple priorities and deadlines.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Ability to obtain a valid Michigan Driver's License.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date