

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTTRE

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 MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Departmental Analyst Trainee-E	10. Division
5. Working Title (What the agency calls the position) Grant Compliance Analyst	11. Section
6. Name and Position Code Description of Direct Supervisor ; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3423 N. Martin Luther King Jr. Blvd, Lansing, MI 48906 / M-F; 7:30AM - 4:00PM

14. General Summary of Function/Purpose of Position

This position will serve as the Grant Compliance analyst trainee within DMVA. This position will work across several different grant programs to ensure that the parties and grantees meet the commitments established within the agreements. This position will work in a team with monitoring programs, gathering information to create complex reports and updates, as well as comparing reporting requirements as outlined within grants to ensure compliance.

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: 50

Monitoring grant compliance.

Individual tasks related to the duty:

- Works alongside team members with monitoring grants managed by the department to ensure compliance in accordance with public act appropriations and budget cap as deemed necessary due to a finding from previous agency audit. When needed, implements a monitoring program for current grants independently.
- Identifies and reports potential and actual problem areas to the program manager and grants section manager of current grants and potential compliance issues.
- Recommends solutions to program managers and grants section manager and acts on potential and actual problem areas
- Creating and maintaining compliance records relative to third party requirements and report status to the grants section manager.
- Reviews the reliability and integrity of previous reports and recommends improvements.
- Prepares reports containing data on records reviewed, checks made, conclusions reached, exceptions taken, objections made, and actions proposed.
- Assists in reviewing monitoring results with the monitored party and explains the findings and basis for observations.
- Assists in reviewing deliverables in accordance with performance measures for compliance with established objectives.
- Reviewing invoices for accuracy and compliance with established agreement.
- Presents results of the monitoring program to the program manager for corrective action.
- Monitors the indexes as well as the appropriate burn rate for a given grant.
- Inspects deliverables and monitors services for conformance with agreement terms and conditions, reports findings to the Project Manager (PM).
- Reviewing supporting documentation for payments and maintains documentation of all inspections performed including disposition of the results.
- Ensures invoices properly align with delivered services and products received and accepted.
- Verifies delivery of products and services according to specified standards.
- Provides feedback to the grant and prompt input to the PM recommending a technical course of action.
- Creating recommendations for the PM approve or disapprove the invoice for payment in accordance with the grant clauses and agency policies and procedures.

Duty 2

General Summary:

Percentage: 25

Recordkeeping.

Individual tasks related to the duty:

- Maintains clear and accurate records of pre and post award documents, actions and coordination between the PM and the awardee. Provides copies to the PM as appropriate.
- Prepares clear and accurate records of all monitoring activities and the results of those activities.
- Prepares and maintains manual and electronic records.

Duty 3

General Summary:

Percentage: 15

Developing grants.

Individual tasks related to the duty:

- Conducting needs analysis and preparing clear requirements documents, i.e. Statements of Work (SOW).
- Provides support in the design and implementation of methods for meeting project requirements and outcomes for approved projects.
- Assists with creating recommendations for criteria, standards and guidelines to assess progress on projects and determines if objectives are met.
- Provides inputs to the Program Manager (PM) on the acquisition strategy and source selection plan.
- Demonstrates ethical conduct during the monitoring process.
- Assists with defining roles and responsibilities by knowing the terms and conditions to which they are assigned; and participate in post-award orientation meetings to review milestones and responsibilities.
- Provides appropriate documentation in support of contract modifications or adjustments to the PM; analyzes documents, justifies and recommends changes to the PM for consideration.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned

Individual tasks related to the duty:

- Perform related work as assigned

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

Independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action with the grant section manager.

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

Any changes to established procedures or supervisor's guidance. Development of new programs. Issues that are politically sensitive or have policy related impacts. Issues that may be controversial and/or those that have agency-wide impact.

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.

Physical effort includes standing, sitting, walking, reaching, and bending typically inherent in an office setting. The environment is usually typical of an office environment. Periodic travel throughout the state, sometimes with overnight stays. Working with files and documents with occasional transport of equipment, files, or medium weight boxes from one location to another.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

Management created PD.

23. What are the essential functions of this position?

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

There are no changes to the job duties and responsibilities. The removal of the word "contracts" which does not pertain to grant awards. The position is being reclassified as a Departmental Analyst 9-P11 Trainee position.

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

This position researched, analyzes and plans contracts and grants. There is a strong emphasis on relations both internally and externally to enhance service, optimize service group experiences and assistance to meeting goals and objectives. This position has a wide range of responsibilities that are not met within the organization and are key to effective operations and support activities.

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 principles, practices, methods, and techniques of governmental and nongovernmental contract and grant development and monitoring.

Knowledge of correct English usage, spelling, and punctuation; ability to follow instructions and show respect to supervisors and co-workers

Ability to input, maintain and retrieve data from computer systems. Ability to defend the results of the monitoring program.

Ability to maintain favorable public relations.

Ability to maintain composure during periods of heavy workloads, multiple priorities, and tight deadlines. Ability to communicate effectively with others.

Ability to maintain records and prepare reports and correspondence related to the work. Ability to set priorities.

Ability to handle sensitive issues and information in a confidential manner.

Ability to understand and apply the overall mission of the office and goals and programs of the Division Ability to use appropriate judgment and discretion in handling of the grant project files

Ability to use diplomacy, discretion and good judgment in contacts with the public when giving out information or referring callers

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

N/A

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