

**State of Michigan
Civil Service Commission**

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

Position Code

1. DEPSPL2T19N

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description DEPARTMENTAL SPECIALIST-2	10. Division Business, Health, and Library Services
5. Working Title (What the agency calls the position) Grant Implementation Specialist	11. Section Office of Financial Management
6. Name and Position Code Description of Direct Supervisor WALTERS, KEVIN; STATE ADMINISTRATIVE MANAGER-1	12. Unit Grants Coordination & Procurement
7. Name and Position Code Description of Second Level Supervisor SIMMONS, SPENCER; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 W. Allegan, Lansing MI 48933 / 8:00am–5:00pm M-F, hybrid and remote work schedule

14. General Summary of Function/Purpose of Position

Position serves as a key member of the team providing expert advice on the execution of and the implementation of Michigan Department of Education (MDE) grants, both federal and state funding, in support of MDE initiatives and program offices. The person in this position oversees complex implementation, monitoring, and processing federal grants; assists the Grant Manager to release and manage all State and Federal Grants; and serves as the expert in implementing and executing grant system entry for funding received or being distributed using best practices. The person in this position develops procedural improvements, guidelines, and policies as needed and is the lead specialist at executing incoming and outgoing grants from the moment the funds are received until they are expended/reimbursed and reported.

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: 60

Provide expert grant management, grant financial processes, and grant reporting for MDE.

Individual tasks related to the duty:

- Administers complex grant agreements as appropriate.
- Manage awarded grants, assist divisions and program offices with complex programmatic and financial reporting requirements.
- Evaluates federal and state publications, proposed legislation, etc. for impact on existing grant programs or the establishment of new grant funding.
- Provides technical assistance to division and program offices and monitors programs to assure that grants are implemented and conducted in accordance with complex federal and state rules.
- Develops program goals and ensure timely completion and effective communication with finance and budget staff, programmatic leads, compliance, and communication teams.
- Use internal/external technology to perform all grant implementation functions execute payments, generate reports, and tracking grant agreements. (Including but not limited to NexSys, MEGS+, GEMS,MARS, SIGMA, and other federal portals).
- Designs and conducts grant related surveys or special studies to determine needs and to assist in planning, implementing and evaluating grant programs, consolidates data, and prepares reports.
- Establishes, administers, and evaluates grant programs; recommends grant program policies and procedures; and designs forms.
- Collects and maintains program data necessary to meet program reporting requirements, and the goals of MDE.
- Analyzes ongoing program operations and recommends modifications of policies and procedures to meet commitments more effectively.
- Evaluates documents and applications for possible inclusion in grant programs; determines eligibility or compatibility; determines acceptability of documents or applications and decides on the appropriate action(s) to take.
- Recommends criteria, standards, and guidelines to assess MDE grant program structures and determines their compatibility with the objectives and priorities of MDE.
- Interprets existing and proposed laws, policies, and procedures as they relate to grant coordination at MDE.

Duty 2

General Summary:

Percentage: 30

Assist with implementation and administration of all outgoing grants offered and executed by MDE.

Individual tasks related to the duty:

- Prepare, review, and process complex grant agreements as appropriate to release State and Federal funds.
- Monitor the financial management of grants and drawdown/reimbursement requests.
- Execute reimbursements in the system to provide timely grantee payments.
- Request and review quarterly, semi-annual reports, and end of grant reports as required.
- Work with external grantees to ensure grant priorities are being met and finance and accounting procedures are followed.
- Monitor complex grant operations and report to the Grants Manager on potential problem areas.
- Prepare grant reports and timely correspondence.
- Consults with state, local and federal government grant specialists as well as interested parties in this regard.
- Assesses the social, economic, political, operational, and organizational implications of existing and proposed policies and program decisions.
- Designs and implements methods for program review, evaluation and cost analysis.
- Performs grant-related duties of unusual significance or importance to MDE.
- Makes recommendations regarding grant implementation.
- Develops program goals and plans for grant implementation.
- Develops alternative strategies for grant implementation based on analysis and research.

Duty 3

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Serves as backup to the Grants Manager.
- Special projects.
- Attend meetings.
- Acts as a liaison with other agencies, organizations, and employees to coordinate departmental grant programs.
- Plans and coordinates the training of staff in grant program activities.

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

Complex work assignments. Review grant notifications and modification work with division and program office staff to disseminate information. Work with division and program offices to execute grants received and ensure proper coordination with finance, budget, and programmatic staff.

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

When a decision impacts departmental goals or priorities; final grant applications; attendance at out-of-state meetings and conferences; state or federal legislation having budgetary impact on grant funding for the department.

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.

Able to work under tight deadlines and manage multiple projects. Work is performed in an office environment.

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?

Yes.

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.

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

The Grants Coordination and Procurement unit supports the Office of the Superintendent and serves as a central coordinating unit for the Department regarding grant activities and the procurement. This position provides leadership and teamwork to accomplish this function.

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 Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have very strong written and verbal communication skills
- Knowledge of the operational and technical problems involved in the administration of a specialized program.
- Knowledge of the assigned program specialty.
- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Knowledge of the need, preparation, and use of reports.
- Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.

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