Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPTALTE

Civil Service Class and Level: Departmental Analyst 9-P11

Working Title (What the agency calls the position): Rural Prosperity Grants Analyst

Name and Position Code Description of Direct Supervisor: LUCAS, SARAH; STATE OFFICE ADMINISTRATOR

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Prosperity

Division: Office of Rural Prosperity

Work Location (City and Address)/Hours of Work: Remote within Michigan / Monday-Friday 8:00AM-5:00PM

General Summary of Function/Purpose of Position: This position serves as a Grants Program Analyst within the Office of Rural Prosperity, supporting the development, administration, and monitoring of a portfolio of state- and federally-funded grant programs that advance rural economic development, community capacity-building, and infrastructure investment across Michigan. Assignments may be drawn from either state or federal grant programs, or both, depending on office needs; the position requires the flexibility to move between program areas and to apply the applicable state or federal rules, regulations, and reporting requirements to each assignment. The position ensures grant applications, agreements, and performance reports are accurate and submitted timely, supports sub-recipient/grantee compliance, and serves as a point of contact for grantees and partner agencies. This position works closely with rural communities, regional partners, and other LEO offices to ensure grant programs align with ORP's mission and are administered consistent with applicable state and federal requirements.

Assigned duties and tasks for each duty.

Duty 1: Grant Program Administration: Ensures timely processing, execution, and management of ORP grant applications and agreements.

- Reviews and processes grant applications for completeness, eligibility, and alignment with program objectives and priorities, applying state or federal requirements as applicable to the specific program.
- Drafts and reviews grant agreements, amendments, and extensions for state and federal grant programs.
- Develops and maintains grant program guidelines, application materials, and reporting templates.
- Tracks grant budgets, expenditures, and deliverables against agreement terms, including federal awards where applicable.
- Supports the design and implementation of new or revised grant programs, including scoring criteria and review processes.
- May be assigned to state-funded programs, federally-funded programs, or a combination, based on office workload and priorities.

Duty 2: Compliance and Reporting: Ensures accurate reporting and compliance of ORP grant programs.

- Monitors sub-recipient/grantee compliance with state and federal rules, regulations, and grant terms, as applicable to the assigned program.
- Conducts desk reviews and, as assigned, site visits of funded projects.
- Prepares required performance and financial reports for internal leadership, the Legislature, and/or federal awarding agencies, depending on the funding source.
- Maintains accurate records in state and/or federal grant management systems as required by the program.

Duty 3: Partner and Grantee Support: Interface with grantees and applicants to communicate grant requirements.

- Serves as primary point of contact for grantees and applicants on program requirements, timelines, and technical questions.
- Develops and delivers grantee training, guidance documents, and webinars.
- Represents ORP on interagency workgroups and committees related to grants administration and rural development.

Duty 4: Other Duties as Assigned

Supports office-wide initiatives and special projects as needed.

Types of decisions made independently and whom or what those decisions affect: Reviews and approves routine grant applications, amendments, and compliance documentation within established program guidelines.

Types of decisions that require the supervisor's review: Program policy changes, funding recommendations above [threshold], and novel or high-risk compliance issues.

Physical effort used to perform this job and environmental conditions of this position: Working at a computer for extended periods of time. Some travel will be necessary for meetings. There will be periods of time spent outdoors in seasonal Michigan conditions. Some travel with overnight stays is possible. Additionally, the possibility of emergency communications issues is possible.

The essential functions of this position: Supports the development, administration, and monitoring of a portfolio of state- and federally-funded grant programs that advance rural economic development, community capacity-building, and infrastructure investment across Michigan. Assignments may be drawn from either state or federal grant programs, or both, depending on office needs; the position requires the flexibility to move between program areas and to apply the applicable state or federal rules, regulations, and reporting requirements to each assignment. The position ensures grant applications, agreements, and performance reports are accurate and submitted timely, supports sub-recipient/grantee compliance, and serves as a point of contact for grantees and partner agencies. This position works closely with rural communities, regional partners, and other LEO offices to ensure grant programs align with ORP's mission and are administered consistent with applicable state and federal requirements.

The function of the position's work area and how it fits into that function: The Office of Rural Prosperity (ORP) Grants Program Analyst will advance the overall goals and objectives of the Michigan Office of Rural Prosperity by administering resources to meet rural community needs, based on guidelines and legal requirements established in ORP funding sources. The role will work collaboratively with the ORP team, state agencies, and local community leaders to implement a variety of ORP grant programs and advance stakeholder relationships. This position is cross-functional and provides experience in project coordination, grant program design, compliance and reporting, data analysis, and stakeholder engagement.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to stay organized.
Ability to quickly assimilate a variety or oral and written data to analyze facts and draw logical conclusions and identify solutions.
Ability to collect and interpret information, apply criteria, and make recommendations.
Ability to be self-motivated, identify needs not yet addressed, and draft new processes, strategies, and solutions.
Ability to effectively communicate in a variety of platforms.
Ability to maintain confidentiality of the work area is required.

CERTIFICATES, LICENSES, REGISTRATIONS:
N/A