

Position Summary

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

Position Code: DEPTALTAT29N

Civil Service Class and Level: DEPARTMENTAL ANALYST-A

Working Title (What the agency calls the position): Homeland Security Grants Analyst

Name and Position Code Description of Direct Supervisor: RICHMOND, KIM M; DEPARTMENTAL MANAGER-3

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Field Support Bureau

Division: Emergency Management and Homeland Security Division

Section: Risk Reduction and Recovery Section

Unit: Preparedness Grants Unit

Work Location (City and Address)/Hours of Work: 7150 HARRIS DR; DIMONDALE, MI 48821 / Monday through Friday, 8 a.m. to 5 p.m.

General Summary of Function/Purpose of Position: This senior level position oversees grants for the Urban Area Security Initiative (UASI) jurisdictions, serving as a main point-of-contact for determination of equipment allowability for the Federal Department of Homeland Security grant programs. This position is an expert liaison between the UASI and the division and serves as a main contact to coordinate environmental and historic reviews for Federal Emergency Management Agency (FEMA) Preparedness Grants.

Assigned duties and tasks for each duty.

Duty 1: As an advanced level Analyst, develop and provide grant guidance for the UASI jurisdictions. Review and approve UASI grant reimbursements at the program level and serve as a liaison between the UASI region and the division.

- Serve as a Liaison between the UASI Region, the division, and the DHS/FEMA.
- Develop general policies and procedures specific to managing UASI-DHS grants.
- Represent the Division at UASI Homeland Security Planning Board meetings.
- Manage the UASI grant application process on behalf of the division.
- Review UASI Investment Justifications for adherence to federal guidelines and make recommendations to the region for compliance.
- Identify programmatic non-compliance issues and make recommendations to Division Command on appropriate corrective actions.
- Serve as a subject matter expert on programmatic issues impacting financial management of UASI grants and make recommendations to the Financial Management and Audit Section on appropriate internal controls to ensure compliance.
- Provide direction and oversight to UASI subrecipients throughout the reimbursement process and develop guidance and templates to assist subrecipients with the grant reimbursement process.
- Communicate non-compliance findings to subrecipients outlining requirements for corrective action plans.

Duty 2: Serve as a subject matter expert (SME) and point-of-contact for performing homeland security grant equipment evaluations to align to Federal and State objectives. This involves the review and monitoring of technical, specialized, and high-cost equipment purchased by subrecipients under various FEMA Preparedness Grants. These include but are not limited to: State Homeland Security Grant Program, UASI, Emergency Management Performance Grant, Operation Stonegarden, Emergency Operations Center Grant Program, Port Security Grant Program, and the Nonprofit Security Grant Program.

- Review and approve project requests and subsequent reimbursement request documentation submitted by subrecipients to determine the allowability of purchases requested or activities planned based on compliance with DHS/FEMA policies and procedures and grant-specific guidance governing the use of HSGP funds.
- Develop, prepare, and perform ongoing maintenance and updating of regional reporting under the Homeland Security Grant Program.
- Advise the State's Homeland Security Preparedness Committee on equipment allowability and compliance issues.
- Develop policies and procedures to assure that Federal and State laws, Executive Orders, and related rules and regulations are being complied with.
- Develop forms and guidance to assist subrecipients with allowability processes.
- Serve as main contact providing support to subrecipients throughout the cost eligibility review process.
- Prepare and formalize letters to subrecipients indicating recommendations for compliance.
- Prepare reports and presentations for high level administration.
- Support program information collection efforts to meet the Federal Department of Homeland Security reporting requirements.

Duty 3: Develop and implement a process for reviewing projects submitted by subrecipients to determine possible adverse effects under Federal and State Environmental and Historic Preservation (EHP) laws and regulations. Preparedness grants that require this review include but are not limited to: State Homeland Security Grant Program, UASI, Emergency Management Performance Grant, Operation Stonegarden, and the Nonprofit Security Grant Programs.

- Review project proposals submitted by subgrantees and determine the possibility of adverse effects under Federal and State EHP laws and regulations.
- Coordinate with DHS/FEMA to determine the extent of Federal review that is needed.
- Advise subrecipients during the State and Federal EHP reviews.
- Coordinate with FEMA/DHS to determine necessary mitigation measures and associated reviews that are required if the potential for adverse effects exists.
- Coordinate with other Federal departments, State regulatory agencies, and local subrecipients to accomplish necessary actions required to mitigate adverse effects that could impact their jurisdictions.
- Recommend and negotiate solutions/alternatives to mediate any adverse effects of the projects.

Duty 4: Serve as a division grant expert for interpreting federal grant guidance, circulars, and regulations. Develop and implement monitoring policy and procedures to assure that grant activities are meeting Federal and State requirements. Perform monitoring of grant activity progress.

- Interpret grant guidance for programmatic and financial requirements.
- Provide input on subaward grant agreements to verify compliance with grant requirements.
- Interpret federal circulars and regulations to make sure that the division's monitoring process is satisfying requirements.
- Conduct training sessions for subgrantees on grant specific reporting processes.
- Develop guidance and forms to address and capture specific requirements of grants, and to track alignment of grant funds to related planning documents.
- Review and approve Alignment and Allowability Forms (AAF) submitted by the subrecipients.
- Advise the Financial Administration Unit of guidance developments to assist capturing of financial requirements.
- Monitor subrecipients for timely submittal of program reports and accomplishment of objectives.
- Revise or create grant forms to aid in monitoring activity, as assigned.
- Develop program guidance and materials to direct and focus subrecipients' compliance with programmatic requirements.
- Provide information for administrative and policy decisions based on findings from monitoring activities.
- Coordinate meeting schedules and data collection for the division with DHS/FEMA representatives during on-sight and virtual monitoring visits, as assigned.
- Advise subrecipients of new or revised guidance from the Federal government regarding grants and advise on how this will affect them.

Duty 5: Support Programmatic performance reporting. Preparation of routine grant reports.

- Develop, prepare, and perform ongoing maintenance and updating of regional reporting under the Homeland Security Grant Program.
- Support program information collection efforts to meet the Federal Department of Homeland Security reporting requirements.
- Complete special assignments as assigned by EMHSD Command.
- Sit on committees to develop and implement policies for the division.
- Prepare other grant reports as requested.

Duty 6: Provide support to the division during activation of the SEOC for disaster or emergency drills, exercises, and actual events. Perform other duties as assigned.

- Perform emergency support functions in the SEOC during disaster emergency drills, exercises, and actual events as assigned or as required by the Incident Command System and in accordance with standards set forth by the National Incident Management System and the National Response Framework.
- Participate in cross training with other EMHSD staff.
- Perform other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: The types of decisions made independently include establishing task and workload priorities, determining compliance issues, and making judgments regarding allowability of subrecipients' requests for purchasing of equipment and expenditures related to their proposed grant activities. This position is the sole contact and subject matter expert for the determination of equipment allowability for the Federal Department of Homeland Security grant programs. This position coordinates with DHS/FEMA to mitigate adverse effects under the EHP laws. This position independently interprets federal grant guidance to determine administrative requirements, advises on policy changes that will capture the new administrative requirements, and designs forms to capture new requirements pertaining to state and local jurisdictions.

Types of decisions that require the supervisor's review: The supervisor reviews decisions that are precedent setting or comprise large dollar amounts, revisions to or newly developed forms and processes, decisions affecting policy, and all generated reports.

Physical effort used to perform this job and environmental conditions of this position: Physical activities are those normally required in an office setting such as sitting at a desk, using a computer, reading documents, conversation, carrying supplies, etc. Activity will also include lifting boxes of course material when attending meetings or speaking in front of groups. Driving an automobile or air travel would be required when traveling to meetings or classes and would include occasional overnight travel. Because this position reviews and monitors homeland security grant funds, it requires visits to law enforcement or emergency management agencies throughout the state with some sub-grantees being located within inner-city areas. This position is required to be available to work in times of emergency.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Act as liaison for the UASI Region. Develop policies and procedures to manage the UASI Region. Act as a senior SME to perform homeland security grant equipment evaluations to ensure alignment to Federal and State objectives. Act of the State's Environmental Officer for DHS grants. Act as subject matter expert for all preparedness grants managed and administered by EMHSD in interpreting federal grant guidance, circulars, and regulations. Develop and implement monitoring policy and procedures to assure that grant activities are meeting Federal and State requirements.

The function of the position's work area and how it fits into that function: The work area includes the EMHSD administrative staff offices, as well as the SEOC. The EMHSD is the state level agency responsible for all aspects of emergency management and homeland security within the state and is responsible for the planning and coordination of state level response to disasters and emergencies (through the SEOC). The EMHSD is the State Administrative Agency for administration of Department of Homeland Security and Emergency Management grants for the State of Michigan. This position within the Risk Reduction and Recovery Section supports this overall mission with a focus on grant administration including the allowability review and reporting requirements under grants associated with the HSGP.

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 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) 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:

Must possess high level analytical and organizational skills. Must possess good written and verbal communication skills. Knowledge of MS Office software to include Word, Excel, Access and Power Point. Requires ability to manage heavy workloads and multiple priorities under high stress conditions and situations. Requires ability to handle sensitive issues and information in a confidential manner. Knowledge of Federal homeland security programs, structure, and procedures. Knowledge of the state's emergency management system, structure, and procedures and/or disaster response experience would be an asset.

CERTIFICATES, LICENSES, REGISTRATIONS:

Professional Emergency Manager certification is required. (May be obtained following appointment).