

Position Summary

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

Position Code: STDIVADMH99N

Civil Service Class and Level: State Division Administrator

Working Title (What the agency calls the position): Grants Division Director

Name and Position Code Description of Direct Supervisor: HAMBLIN, JASON A.; STATE BUREAU ADMINISTRATOR

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Administrative Services

Division: Grants

Section:

Unit:

Work Location (City and Address)/Hours of Work: 320. S. Walnut Street, Lansing MI 48933 / Monday-Friday 8:00AM-5:00PM

General Summary of Function/Purpose of Position: This position is responsible for overseeing the Department of Labor & Economic Opportunity (LEO) Grants Division that is within the Bureau of Administrative Services. This position is responsible for oversight and direction of the Department's grant agreements and has lead responsibility for the development, writing, coordination, implementation, and monitoring of the grants departmentwide, including but not limited to E&T, UIA, MIHI, OFME, MIOSHA, Global Michigan and more. The Grants Division director will ensure grant requirements are followed as established by the federal granting agency, the State Budget Office, as well as ensure that State policies and procurement rules are followed. These functions include assisting with the developing the annual budget request to the State Budget Office for the inclusion of Grant funding in the Governor's Executive budget recommendation, working with program areas to develop detailed grant spending plans, monitoring expenditures in relation to the annual appropriations, developing financial projections to monitor and forecast grant revenues and expenditures. As the Director over the department's Grants Division, this position will work with the LEO Executive Office, Bureau administration, and program areas to seek out and coordinate new grant initiatives. This position will also work with the Agency leadership and staff to ensure productive and continuous grants process improvement throughout the department. The position will oversee the Grants Division activities within the Bureau of Administrative Services. The decisions made by this position affect how effectively and efficiently LEO is able to obtain new grants and manage existing grants on behalf of the Department.

Assigned duties and tasks for each duty.

Duty 1: Oversee the planning, development, research, writing, implementation, and monitoring of LEO grants, both Federally and State funded opportunities, in coordination with the department's mission and goals.

- Direct the planning, development, research writing of grants to meet the needs of department programs, including programs mandated by statute. Develop and manage grant agreements/contracts.
- Work with individual bureaus and agencies to develop long-range plans for grant funding opportunities.
- Provide direction to management on all aspects of the Grants Administration and budget development process; Leverage existing assets & deploy grant specialists to provide greater value to the department-wide grant effort; Reduce redundancy of effort by consolidating processes and deploying grant specialists to assist staff subject matter experts.
- Coordinate with department management to develop supporting financial and programmatic documentation required for the budget request.
- Direct staff in development of grant policies and procedures in coordination with department and statewide efforts.
- Identify budget issues, including budget-related legal and operational issues and advise the Budget Director and Bureau Director.
- Work closely with the State Budget Office to provide financial information or analyses, programmatic information, or other requested information to support the Departments annual budget request.
- Direct and manage the development of Grant spending plans for each appropriation. Work closely with program management to develop detailed spending plans using an in-depth knowledge of the program's historical grant spending and programmatic goals.
- Review requests from program management to hire staff, enter into contracts, and make major purchases consistent with the approved spending plan and available resources.
- Identify key internal and external contacts and maintain networks in support of departmental needs and interests.
- Responsible for evaluating the programs, monitoring, recommending, and evaluating the effectiveness of the programs then responsible for implementing changes with the staff that will ultimately improve services, and products.

Duty 2: Responsible for the coordination and administration of all incoming and outgoing grants offered and executed by LEO including State Enhancement Grants and others.

- Represent and communicate the department's priorities with grant recipients throughout the state.
- Serve as the main point-of contact for grantees throughout the state and maintain continual communication to ensure grant priorities are being met and finance and accounting procedures are followed.
- Maintain a list of possible grant resources and opportunities, promote new funding opportunities to decision makers throughout LEO, Promote new funding opportunities to external partners, Operate a robust lead sharing network, and Facilitate the dissemination of funding opportunities,
- Prepare, review, and process grant agreements as appropriate.
- Monitor Enhancement Grant operations and report to the Bureau Director on potential problem areas.
- Prepare grant reports and timely correspondence.
- Ensure timely completion and effective communication with finance and budget staff, programmatic leads, compliance, and communication teams.
- Utilize internal/external technology to perform all grant implementation functions execute payments, generate reports, and tracking grant agreements. (Including but not limited to EGrAMS, SIGMA, Grant Solutions and other federal portals)

Duty 3: Manage and oversee staff reporting to this position.

- Hire, direct, monitor, develop, train, and counsel staff including completing performance evaluations and approving leave requests.
- Coordinate the activities of employees and programs and identify problems and potential concerns.
- Selects and assigns staff; ensures compliance with Affirmative Action policies and procedures.
- Administers applicable union contracts and the provisions of the Civil Service Rules including grievances and employee relation activities.
- Proposes modification to the organizational structure of the Division as necessary for the efficient performance of duties and responsibilities.
- Motivates staff toward the accomplishment of program objective.
- Design and implement proactive, positive approach to team regarding communications, goals, maintain an open-door policy.

Duty 4: Other duties as assigned.

- Serves as backup to Administrator Services Bureau as needed.
- Support special projects and other assignments as needed.
- Attend meetings with both internal and external stakeholders.
- Support legislative reporting requirements as requested.
- Support, provide direction for LEO Leadership in area of expertise; apprise them of potential concerns, issues, etc.

Types of decisions made independently and whom or what those decisions affect: Decisions based on current departmental policies and procedures, potentially affecting employees and the public. Routine responses to SBO are also provided without prior approval. This position continually meets and advice business units on matters related to fiscal expenditures which could impact how they manage their funding.

Types of decisions that require the supervisor's review: Decisions that significantly affect policy/procedures that have a statewide effect/impact rather than only a departmental impact. Sensitive issues and decisions that impact internal and external customers. Final grant agreements require sign off from the director and CFO before submission. Decisions made in absence of guidelines, instruction, or previously established policies or procedures that are politically sensitive in nature.

Physical effort used to perform this job and environmental conditions of this position: This is a typical office setting with standard office equipment with standing, sitting, reaching, carrying, and walking. Long and irregular hours and travel are required as needed.

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

TEBEDO, JENNIFER A	STATE ASSISTANT ADMINISTRATOR 15
COVINGTON, AMBER L.	STATE ADMINISTRATIVE MANAGER 15

The essential functions of this position: This position functions as the director of Grants Division and will be responsible for the effective implementation of LEO grants both federal and state funding incoming and outgoing in support of LEO initiatives. This position will work with the departments bureaus and agencies to oversee implementation, monitoring, and processing of state and federal grants. The position has lead responsibility for the development, coordination, implementation, and monitoring of the grants and implementing policies and procedures in accordance with federal and department grant guidelines. This position drafts statewide procedures at the direction of upper-level management for all locations statewide.

The function of the position's work area and how it fits into that function: Finance and Administrative Services provides department-wide support in all administrative aspects of the department, including budget, finance, grants, purchasing, information technology, emergency management, wireless equipment, and building/facility issues.

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:

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Two years of experience as a professional manager or program/staff specialist, or equivalent experience.

Alternate Education and Experience

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Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable initiative and ability to perform with minimal supervision. Ability to manage staff, set priorities, and resolve problems. Knowledge of, SIGMA, Business Intelligence and Microsoft Office products. Extensive knowledge of state and federal laws and legislative process related to employment and training programs. Must have good verbal and written communication skills. Ability to identify problems and potential concerns to develop creative and innovative solutions and provide leadership; ability to identify key internal and external contacts and maintain networks in support of departmental needs and interests. Extensive knowledge of grant programs, grant policy and grant procedures. Ability to plan, develop, evaluate, and recommend policies and problem resolutions based on the Director's viewpoint; ability to plan, develop, and evaluate programs; ability to monitor and evaluate the effectiveness of programs; recommend and implement changes to improve services and products; knowledge of principles and techniques of budgeting and employee management.

CERTIFICATES, LICENSES, REGISTRATIONS:

No