

1101,Grants Specialist,GS-05

Based on PD Tracking Number 0002297

PD Tracking Number 0002298

INTRODUCTION

As a basic trainee, the incumbent performs developmental assignments in support of grants management work.

Major Duties

Performs work usually consisting of specific, related tasks that are selected to orient the employee in the practical application of grants management functions. Receives formal and on-the-job instruction and training designed to familiarize the employee with functions and operations of the organization, and to provide experience in the practical application of grants management principles, techniques, and concepts.

Participates in the review of cost, managerial, and technical proposals. Assists in reviews of research proposals submitted for grant or cooperative agreements.

Assists in the analysis of straightforward budget proposals submitted under program announcements and in the initial assessment of applicants' ability to meet financial performance requirements associated with grants programs. Examines projected program income figures compared to prior year performance.

Performs standardized duties in support of the award and administration of grants and cooperative agreements.

In support of the negotiation of award modifications, tracks payments and funds balance status, and develops status and statistical information.

Assists in the close out of cooperative agreements/grants and upon completion of project activities.

Provides information and assistance to others relating to grants management work and prepares correspondence. Establishes working relationships with program and contractor management personnel. Prepares letters, memoranda, documents, or reports that support grants activities.

Factor 1, Knowledge Required by the Position (Level 1-5, 750 points)

Knowledge of statutes, regulations, Executive Orders, OMB Circulars, and Department and

agency policies governing federal assistance management in order to assist in the review of grants and agreement proposals.

Knowledge of business methods and management principles and practices to assist in the assessment of grantees' strengths and prospects for continued operation.

General understanding of the operations and internal management structure of private institutions of higher education in order to interpret provisions for grants and cooperative agreements, especially pertaining to payment and allowable costs.

Organizational skills to perform grants and cooperative agreement awards administration work and efficiently manage time.

Ability to use the internet in order to search and locate regulations, legal decisions, and related information.

Factor 2, Supervisory Controls (Level 2-1, 25 points)

The supervisor, team leader, or higher grade specialist assigns work along with specific instructions as to what is required, problems to be anticipated, and the results expected. The incumbent completes assignments in close coordination with the supervisor or higher grade specialist; and receives assistance on all matters not specifically covered in the original instructions or guidelines. The work is closely checked in progress. Completed work is reviewed for conformance with the initial instructions, as well as for accuracy and adequacy.

Factor 3, Guidelines (Level 3-1, 25 points)

Specific, detailed guidelines cover grants management regulations, procedural manuals, and established procedures and precedents. Guidelines are applicable to a variety of standard tasks and are designed to familiarize the employee with the basic laws governing the procurement process, and with applicable procedures.

Factor 4, Complexity (Level 4-2, 75 points)

Assignments involve a variety of specific, related tasks designed to instruct the employee in grants management procedures and practices, such as analyzing and evaluating basic grants management functions that are well-defined by precedents. The work involves determination of the type of grant involved, applicable regulations and timeframes, or differences between and among types of grantees. Decisions involve choosing from among a few clearly recognizable alternatives and ensuring that information is complete.

Factor 5, Scope and Effect (Level 5-1, 25 points)

The purpose of the work is to perform a few specific, simple tasks that are selected primarily for training purposes to orient the employee in the principles and practices of grants management and to equip him/her to assume more responsible duties. The work products facilitate the work of other specialists within the immediate organization in completing grants management actions.

Factor 6, Nature of Contacts (Level 6-2, 25 points)

Contacts are primarily with other workers within the organizations or with program organizations. Occasional contacts are with representatives of commercial contractors or with other government agencies, usually occurring in a moderately structured setting.

Factor 7, Purpose of Contacts (Level 7-1, 20 points)

Contacts are to provide, obtain, or clarify facts that may range from easily understood to highly technical information. Contacts provide the employee with a general familiarity with the grants management process and procedures. Contacts with other members of the organization are for the purpose of orientation in the grants management process.

Factor 8, Physical Demands (Level 8-1, 5 points)

The work is primarily sedentary.

Factor 9, Work Environment (Level 9-1, 5 points)

The work is performed in an office setting.

TOTAL POINTS: 955

GRADE CONVERSION: GS-05