

1101,Grants Specialist,GS-07

Based on PD Tracking Number 0002299

PD Tracking Number 0002300

INTRODUCTION

As an advanced trainee, the incumbent performs limited grants management duties in support of grants negotiation and administration work.

Major Duties

Reviews cost, managerial, and technical proposals to understand financial requirements and to utilize workable grants management approaches. Assists in reviews of research proposals submitted for grants or cooperative agreements for compatibility with statements of cooperation between the U.S. Geological Survey and other parties.

Participates in the negotiation of terms and conditions of proposed assistance awards, including cost, schedule, administrative and fiscal matters. Ensures funding arrangements are legally sufficient and fiscally sound.

Analyzes straightforward budget proposals submitted under program announcements and performs an initial assessment of applicants' ability to meet financial performance requirements associated with grants programs. Examines projected program income figures compared to prior year performance and/or evaluates them with reference to applicants' fee schedules, service area population, facilities, and and/or equipment.

Performs standardized duties in support of the award and administration of grants, cooperative agreements, and/or other evolving forms of federal assistance awards. Assists in the preparation of program announcements, assistance awards documents, negotiation memoranda, progress reports, special reports, and related correspondence required to facilitate the administration of awards.

Participates in the administration of straightforward grants and cooperative agreements. Assists in the resolution of problems and conflicts in order to meet annual award schedules and establish project objectives for the fiscal year. 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 upon completion of project activities and in final business reviews of completed agreements.

Factor 1, Knowledge Required by the Position (Level 1 6, 950 points)

Working knowledge of statutes, regulations, Executive Orders, Office of Management and Budget Circulars, and Department and agency policies governing federal assistance management in order to review grants and agreement proposals.

Knowledge of grants management principles, processes, and methods to analyze grants issues, identify options, and recommend specific courses of action.

Knowledge of business methods and management principles and practices to assess grantees' strengths and prospects for continued operation and to formulate recommendations on grant proposals.

General understanding of the operations and internal management structure of private institutions of higher education, large and multi-partite university systems, non-profit organizations, and state and local governments in order to propose provisions for grant and cooperative agreements, especially pertaining to payment and allowable costs.

Organizational skills to recommend awards, perform grant and cooperative agreement awards administration work, efficiently manage time, and organize priorities.

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

Factor 2, Supervisory Controls (Level 2-2, 125 points)

The supervisor or team leader provides continuing or individual assignments by indicating generally what is to be done, applicable policies and procedures, quality and quantity expected, priorities and time frames for completing the work. The supervisor or team leader provides more detailed instructions on new, difficult, or unusual assignments. Some assignments are selected to ensure further development of the employee's skills and knowledge. The employee completes recurring assignments independently without specific instruction. On the more difficult assignments, or when problems or unfamiliar situations arise, the employee obtains guidance from supervisor or team leader. Completed work is reviewed for technical accuracy and for completeness in terms of compliance with instructions and with applicable procurement procedures and policies. Review of the work increases with the more difficult assignments if the employee has not previously performed similar work.

Factor 3, Guidelines (Level 3-2, 125 points)

Guidelines include grants management regulations, procedural manuals, and established procedures and precedents. The employee uses judgment in selecting among authorized methods

and techniques, and in the application of regulations and procedures. The supervisor or team leader is consulted when guidelines are not directly applicable or deviations are necessary.

Factor 4, Complexity (Level 4 3, 150 points)

The work involves various duties associated with standard grants procedures and practices; and requires analysis and evaluation of basic grants management functions that are well defined by precedents. Decisions regarding what needs to be done depend upon an evaluation of each assignment to determine the appropriate course of action based on factors such as the type of grant involved, applicable regulations and timeframes, or differences between and among types of grantees. The incumbent determines interrelationships within each grant such as linkage between dates of performance, cost items, proposed personnel, and the nature of the work performed under the grant.

Factor 5, Scope and Effect (Level 5-2, 75 points)

The purpose of the work is to perform advanced development work in support of the award and administration of grants and cooperative agreements. The work performed constitutes a segment of broader assignments of higher-graded co-workers in the office.

Factor 6, Personal Contacts (Level 6 2, 25 points)

Contacts are primarily with other workers within the organization or with program organizations. Occasional contacts are with representatives of commercial contractors or with other Government agencies, usually occurring in a moderately structured setting, e.g., the contacts are established on a routine basis.

Factor 7, Purpose of Contacts (Level 7 2, 50 points)

Contacts are to plan, coordinate, or advise on grants management actions. Individuals contacted are working toward mutual goals and have basically cooperative attitudes.

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

Work is typically sedentary.

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

Work is performed primarily in an office setting.

TOTAL POINTS: 1510

GRADE CONVERSION: GS-07

