State of Tennessee | Department of Human Resources

Grants Analyst 2 Job Description

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional grants analytic work.

Substitution of Education for Experience: Additional graduate coursework in business administration, public administration, or other related acceptable field may be substituted for the required experience.

Substitution of Experience for Education: Qualifying fulltime professional analytic experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years (36 quarter hours/24 semester hours is equivalent to one year).

OR

One year of experience as an Analyst 1, in the grants analytic assignment, with the State of Tennessee.

Other Requirements:

Necessary Special Qualifications: None.

Examination Method: Education and Experience, 100%, for Preferred Service positions.

Job Overview:

Summary: Under general supervision, is responsible for professional grants analytic work of average difficulty; and performs related work as required.

Distinguishing Features: *This is the working level class in the Grants Analyst sub-series, the entry level duties being performed by the class of Analyst 1. An employee in this class performs a variety of analytic work in developing, reviewing, monitoring, and reporting on grants to the state and to other entities receiving grant monies from the state. Typically, an employee is part of a central departmental grants analytic unit; however, in smaller departments an employee may be assigned to be the chief grants analyst if there is sufficient grants activity to support a position dedicated solely to grants analysis and administration. This class is flexibly staffed with and differs from Analyst 1, assigned to grants analysis and administration, in that an incumbent of the latter functions in an entry or learning capacity. This

class differs from Grants Analyst 3 in that an incumbent of the latter is responsible for work of greater complexity and may supervise employees in this class or have statewide responsibility.

Work Activities: **Evaluating Information to Determine Compliance with Standards:**

1. Reviews, analyzes, and/or rates grant proposals to ensure compliance with guidelines and standards.

2. Reviews documentation for grants to and/or from the state and other entities, to ensure compliance with grant conditions, federal/state regulations, and standards.

3. Conducts on-site reviews and analyses of grant recipient programs and otherwise monitors program to determine compliance to pertinent federal, state, and other regulations and provisions of contracts.

Analyzing Data or Information:

1. Reviews, analyzes and rates grant proposals, recommending approval or rejection.

2. Interprets and enforces existing policies and methods.

3. Analyzes pertinent policies and procedures to make recommendations for improvements.

Monitor Processes, Materials, or Surroundings:

1. Develops grant monitoring procedures and processes.

2. Assists in developing policies pertaining to grants.

Monitoring and Controlling Resources:

1. Monitors and reports on grants to the state and on grants from the state to other entities.

2. Monitors use of grant funds and/or documentation that is received.

3. Assesses adequacy of administration, organization, fiscal viability, and other pertinent matters relating to entities receiving grants.

Interpreting the Meaning of Information for Others:

1. Ensures that those receiving grants are given full information on specifics of contracts so that potential for the proper execution of grants and contracts is enhanced.

2. Assists prospective grant recipients in fully understanding the provisions of grants and matters pertaining to the proper submission of proposals.

Provide Consultation and Advice to Others:

1. Makes recommendations on improvements which recipients should make to more properly execute provisions of grant contracts.

Resolving Conflicts and Negotiating with Others:

1. Investigates complaints and develops corrective recommendations for identified problems.

Performing Administrative Activities:

1. Assists in the revision of grant contracts as indicated.

Organizing, Planning, and Prioritizing Work:

1. Prioritizes and is flexible with work assignments, to ensure goals are met.

Processing Information:

1. Compiles information/reports on grants and grant programs for various stakeholders.

Documenting/Recording Information:

1. Prepares and/or maintains complete and accurate records and reports, (such as, but not limited to the National Environmental Policy Act (NEPA) Administrative record, enforcement action request, grant applications, etc.).

2. Prepares and maintains a variety of standard reports, databases, etc. relative to grants development and administration.

3. Documents all relevant work activities, contacts, and meetings in all forms of communications (i.e. electronic, paper, databases, etc.).

Interacting With Computers:

1. Utilizes various software programs, such as word processing, spreadsheets, databases, etc.

2. Enters time and leave within the designated computer program, in a proper and timely manner.

Thinking Creatively:

1. Develops requests for grant proposals and disseminates to various potential grantees making them aware of the possibility of funding.

Communicating with Persons Outside Organization:

1. Communicates with applicants, grant recipients, the federal government, and other entities in accomplishing work.

2. Makes presentations to internal and external stakeholders.

3. Ensures all internal and external customers are serviced in a timely, professional and knowledgeable manner.

Training and Teaching Others:

1. Provides training for stakeholders.

Communicating with Supervisors, Peers, or Subordinates:

1. Advises management about issues of concern, as they occur.

2. Provides effective communication to supervisors or peers, by telephone, email, verbally, etc.

3. Communicates regularly with coworkers, and/or supervisors to ensure consistent program operation.

4. Recognizes, provides, and communicates areas of improvement.

Updating and Using Relevant Knowledge:

1. Adapts to and keeps up-to-date with changes in laws, regulations, and policies.

2. Fulfills established educational/training requirements.

3. Seeks opportunities for professional development.

Getting Information:

1. Receives information or documentation from applicants/grantees, funding entities, and other stakeholders.

2. Searches sources for appropriate grants to the state and participates in developing proposals for grants.

Competencies (KSA's): **Competencies:**

1. Decision Quality

2. Integrity & Trust

3. Written Communications

4. Customer Focus

5. Informing

6. Priority Setting

7. Time Management

8. Dealing with Ambiguity

9. Approachability

10. Action Oriented

Knowledge:

1. Customer and Personal Service

2. Law & Government

3. Clerical

4. Computers & Electronics

5. Mathematics

Skills:

1. Reading Comprehension

2. Time Management

3. Active Listening

4. Critical Thinking

5. Coordination

6. Active Learning

7. Writing

8. Judgment & Decision Making

9. Speaking

10. Service Orientation

11. Monitoring

12. Mathematics

Abilities:

1. Written Comprehension

2. Written Expression

3. Oral Comprehension

4. Oral Expression

5. Time Sharing

6. Deductive Reasoning

7. Problem Solving

8. Auditory Attention

Tools and Equipment Used:

1. Computer/Tablet

2. Telephone/Blackberry/Cell Phone

3. Fax Machine/Copy Machine

4. Printer/Scanner

5. Safety/Personal Protective Equipment (PPE)

See more at:

http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&ClassSpecID=102296

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