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**Employee's Name:**

**Position Control Number:** 01115430

**Agency/Division:** Minnesota Board of Water and Soil Resources **Activity:**

**Classification Title:** State Program Administrator Principal

**Working Title:** Grants Compliance Specialist

**Prepared By:** Marcey Westrick

**Appraisal Period:** to

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**EMPLOYEE'S SIGNATURE/DATE**

**SUPERVISOR'S SIGNATURE/DATE**

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

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**POSITION PURPOSE**

To implement a comprehensive grants oversight program that meets state policies while efficiently limiting reporting requirement burdens, and to offer advice and recommendations designed to add value within the organization and with external partners to achieve operational goals and objectives.

**REPORTABILITY**

Reports to: For administrative purposes this position reports to a Regional Supervisor. Work will be assigned by the Regional Supervisor in consultation with the Compliance Coordinator.

Supervises: N/A

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**DIMENSIONS**

Budget: Approximately \$100 million annual budget which includes federal, fee, legacy, special revenue, and state general funds.

Primary: Senior Management Team, Compliance Coordinator, Local Units of Government, Board Conservationists and recipients of BWSR grant funds.

Secondary: Office of Grants Management Staff, Legislative Auditors, Minnesota Management and Budget (MMB), Training Coordinator, Grants Coordinator

**POSITION****DESCRIPTION B****EMPLOYEE'S NAME:****PCN:****Resp. No. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS****Priority % of Discretion Time**

1. **Perform monitoring and/or reconciliation activities for grant programs in accordance with state and agency policies to ensure compliance with BWSR grant agreements and reporting requirements.** 40%
- a) Financially monitor and/or reconcile grant expenditures.
  - b) Lead site visits of grant recipients, to verify assurances of expenditures and performance, and to assess the internal control environment.
  - c) Assist Board Conservationists in reviewing the reports of and otherwise monitoring grant recipients according to the schedule established by the particular grant program,
  - d) In consultation with Regional Managers, Board Conservationists, and Compliance Coordinator, develop corrective action plans for grant recipients that are deemed noncompliant and recommend possible penalties.
  - e) Maintain current knowledge of compliance issues, including statutory changes, updates to Office of Grants Management policies, and internal BWSR policies and procedures.
  - f) Maintain documentation from reconciliations and other oversight activities, ensure consistency in standards, formats and retrievability.
2. **Co-manage grants with regional staff.** 30%
- a) In cooperation with Board Conservationists, review grant recipients' requests for payment, to verify accuracy and assure that objectives have been met according to the grant agreement.
  - b) In cooperation with Board Conservationists and grant recipients process grant amendments, work plan revisions, and amount revisions,
  - c) At the request of Regional staff, review grant agreements, assuring that they comply with applicable rules and regulations.
  - d) Act as an occasional financial consultant for local government units, recommending best practices for internal control, risk assessment, and governance, and interpreting grant policies and procedures for them.
  - e) Identify possible weaknesses in financial capacity or financial management among local government units and communicate those observations to Regional Supervisors, the Assistant Director for Regional Operations, and the Compliance Coordinator.
  - f) Disseminate good examples of compliance procedures/systems to same groups.
  - g) Track deadlines and expiration dates associated with grants including amendments, processing milestones, and expirations.
3. **Managed documentation from financial reconciliations and other oversight activities, ensuring consistency in standard format and retrievability.** 20%
- a) Assist Board Conservationists and Grants Coordinator in maintaining all documentation pertaining to grants oversight, including grants agreements and amendments, work plan revisions, and amount revisions.
  - b) Assist Board Conservationists in organizing all reports due from grant recipients.

**POSITION**

**DESCRIPTION B**

**EMPLOYEE'S NAME:**

**PCN:**

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<b>Resp. No.</b>	<b>PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS</b>	<b>Priority</b>	<b>% of Time</b>	<b>Discretion</b>
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- c) With Compliance Coordinator, in maintaining documentation pertaining to required local government units' fiscal reports.

**4. Assist Agency Teams to achieve goals and objectives of the agency** **10%**

Other duties as assigned in the areas of :

- a) eLINK
- b) Outcomes reporting
- c) Performance review and assistance program evaluation.
- d) Process mapping across multiples sections of agency

**POSITION  
DESCRIPTION C**

**EMPLOYEE'S NAME:**

**PCN:**

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**NATURE AND SCOPE** (relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act.)

This position is a member of the Regional Operation team and Grants Monitoring Workgroup, reporting directly to the Regional Managers and indirectly to the Compliance Coordinator. The Grants Compliance Specialist will take opportunities to connect with other sections within BWSR as well as agencies charged with providing assurances to management on the effectiveness of control, risk management, and governance processes, including the Legislative Auditor, State Auditor, Minnesota Department of Administration, other state agency audit staff, and the Minnesota Management and Budget (MMB) office. Given the Specialist's primary responsibility for grants oversight, an alliance with the Office of Grants Management (OGM) will be especially important.

The Grants Compliance Specialist must avoid any financial, organizational, or personal relationship that could prevent him/her from rendering impartial and unbiased judgments and opinions when performing or reporting on a compliance or consulting activity.

The Grants Compliance Specialist must always be prepared to receive complaints or allegations from agency and local government employees during the course of monitoring grants and providing financial consultation. These matters are often very sensitive, often will involve evidence classified as non-public data or private or confidential data on individuals, and must be handled very carefully.

The Grants Compliance Specialist communicates information through either written reports or orally via discussions or meetings. The incumbent must have strong oral communication skills for interviews, presentations, or meeting discussions, including entrance and exit conferences. The incumbent must also possess strong written communication skills to prepare memos, letters, and compliance reports. The Specialist must also be prepared to answer questions from various BWSR employees on grants oversight. Lastly, the Specialist is expected to use communications skills to foster and enhance professional relationships with management, staff, and local governments subject to grants oversight.

**RELATIONSHIPS**

Located in one of BWSR's regional offices, this Grants Compliance Specialist will develop and maintain sound working relationships with Regional Operations staff including Board Conservationists and Clean Water Specialists. Because the incumbent will monitor and act as a consultant to local government units, the recipients of BWSR grant funds, those relationships are also critical.

**KNOWLEDGES, SKILLS AND ABILITIES**

The position requires a four-year college degree in accounting, business administration, or a related field. Graduate training in business administration, public administration or public policy, library and information science, or a related field is preferred. Advanced certification ( e.g., Certified Internal Auditor or Certified Public Accountant) is preferred.

An advanced working knowledge of grant oversight and administrative requirements is essential in light of the significant proportion of the BWSR budget that is provided to local governments through competitive and formula-based grant processes. Knowledge of and experience with document management would be welcome. Technical skills necessary to this position are thorough knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB), and knowledge of state/federal laws and regulations pertaining to the processing of financial transactions. Also involved is a thorough knowledge of state government financial operations, the statewide accounting system and BWSR's various internal cost accounting systems as the basis for recording and controlling fiscal matters.

**POSITION****DESCRIPTION C****EMPLOYEE'S NAME:****PCN:**

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The ability to relate with people, both internal and external at all levels of the organization, is a critical human relations skill. The position requires the advanced ability to research financial technical issues that may be unique to the work of BWSR.

**PROBLEM SOLVING AND CREATIVITY**

The Grants Compliance Specialist must be able to translate program policies and procedures into criteria and standards used to evaluate compliance. The Specialist must be able to identify and recognize both actual and potential issues and opportunities, then analyze, develop, and recommend solutions. The issues/opportunities encountered in this position require an in-depth understanding of how they affect the overall operations of the agency. The job requires judgment and interpretive skills in identifying problems, causes and effects, and demands insight and creativity in developing solutions. Problem solving will often require innovative approaches and will often involve staff from throughout the organization.

In general, the Specialist must use analytical/adaptive skills to assess complex, sometimes extremely technical, problems and to recommend reasonable, cost-effective solutions. Findings and recommendations must be communicated clearly. For BWSR grant programs and funds, monitoring and other oversight programs must be designed to provide reasonable assurance of detecting risk and that reporting requirements will be met. Many grant oversight and compliance issues the agency faces have cumulative and interactive effects, and the Specialist must be able to synthesize information and look ahead.

Recurring challenges the Specialist faces are managing competing priorities and coping with unplanned assignments. To meet these challenges, it is critically important that the Specialist incorporate a degree of flexibility into the oversight work, and keep the Fiscal Compliance Director apprised of reasons for significant variations from the plan.

**FREEDOM TO ACT**

Although the position reports to the Regional Supervisor, it has direct and open access to the Compliance Coordinator and the internal audit function of the agency. That secondary reporting relationship is intended to ensure the independence of the Grants Compliance Specialist and the objectivity of the findings that the incumbent may deliver.