



# State of Minnesota Position Description

## Board of Water and Soil Resource

## Position Description A

Employee's Name:

Position Control Number:

Agency/Division: Land and Water

Activity:

Classification Title: Grants Specialist Senior

Working Title: NGO/Tribal Grants Specialist

Prepared by: Marcey Westrick

Appraisal Period:

### Signatures

Employee Signature \_\_\_\_\_ Date signed \_\_\_\_\_

(this position description accurately reflects my current job)

Supervisor Signature: \_\_\_\_\_ Date signed \_\_\_\_\_

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

### Position purpose

This position exists to provide professional administration to the Agency's grant programs specifically for Minnesota Tribal governments and non-governmental organizations. The incumbent will implement these programs in a manner consistent with applicable state laws and requirements from the Department of Administration's Office of Grants Management and the Department of Management and Budget Capital policies and procedures. Primary responsibilities include grant monetary management and administration, implementing grant/program policies and procedures, and providing high levels of customer service and technical assistance for internal and external customers.

### Reportability

Reports to: Land and Water Programs Supervisor



Supervises: None. Provides direction to Grantee Contact Persons, Fiscal Agents representing Grantees, regional operations and resources conservation staff, and other Board of Water and Soil Resources grant program staff.

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**Dimensions:**

Budget: Oversees about \$1-10 million in clean water and general fund annually.

Clientele: Applicants from Minnesota Tribal governments and non-governmental organizations. Grant Recipients; Board of Water and Soil Resources and its Leadership, agency field and technical staff.

**Position Description B**

Employee’s Name:

PCN:

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**1. Principal Responsibility**

Grant Program Management: To establish, implement, carry out, and manage grants for Minnesota Tribal governments and non-governmental organizations through all parts of the analysis, design, and implementation.

Priority A

% of time 35%

Discretion A

Task Statements

- A. Analyzes and comments on grant requests or applications which are monetarily large or which are of the highly complex and technical nature to assist in the evaluation process.
- B. Provides expert advice to tribal and non-profit grant applicants on the highly complex and technical aspects of grant applications to provide an understanding of the state’s grant application process in addition to the federal application process when applicable.
- C. Communicates departmental state and federal policies with regard to grant application and administration so that potential grantees understand the purpose and nature of the various grant programs.
- D. Works closely with planners in the development of projects and project applications so that new areas of need are identified during the development process.
- E. To carry out solicitation, compilation, summarization, review, and prioritization of grant proposals for the program.

- F. Develop and prepare review documents, and assure the availability and encumbrance of funds for all awarded contracts.
- G. Approve grantee work per the terms of the grant program, the grant agreement and the Grants Administration Manual; monitor expenditures for appropriateness for each project and program eligibility; work with grants compliance specialists when necessary to determine when to withhold funding when not in compliance and communicate those decisions to grantees.
- H. Maintain effective communication with grantees and work proactively to provide technical assistance that includes, but not limited to, grant application process, required documentation needed for grantee to receive their grant agreement, payment process, requests for project scope changes, non-compliance issues, and grant closure and reporting.
- I. Organize and maintain grant files and records and follow agency's retention schedule.
- J. Collaborate with auditors and financial staff as needed and respond to requests for information.
- K. Develop and perform grant closeout procedures, ensuring all grant requirements have been met.
- L. Respond to legislative audits and provide expertise on how to improve BWSR management of funded projects.
- M. Work with other staff to update the program and financial management manuals and forms that include the grant application and payment requests as needed.
- N. Testifies before agency grants or policy committees and recommends appropriate action in the areas of project funding, special stipulations and grants administration so that professional advice is provided to grants committee.

#### Performance Indicators

1. Grant program(s) function in an effective and efficient manner and follow applicable policies and procedures related to grants management and financial practices including the Office of Grants Management policies.
2. Effective communication is maintained with grant applicants and grantees.
3. Customers receive clear communication and expectations for grant requirements.
4. Grant programs experience minimal problems with grantees.
5. Process improvement efforts incorporate customer perspectives.

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## 2. Principal Responsibility

Grant Program Compliance: To review, audit, and oversee grants for Minnesota Tribal governments and non-governmental organizations, ensuring state and federal law requirements are met, and identifying areas of non-compliance. Identify follow-up actions to restore compliance with an understanding of the particular nature of government-to-government relations with tribes, as well as the unique relationship with non-profits.

Priority A

% of time: 30%

Discretion A

#### Task Statements

- A. Implement monitoring and evaluation of grant completion and work for the successful completion of grant programs.
- B. Work with grantees to identify and resolve any non-compliance issues.
- C. Conducts detailed and complex studies of the implementation and effectiveness of the large and technical grant programs to ensure project goals are obtained.
- D. Approves or disapproves grantee requests for changes to a grant agreement, ensuring original goals and objectives are maintained.
- E. Work with Agency Tribal Liaison in areas of identified compliance concern to address opportunities for collaborative problem-solving and corrective actions that uphold the unique government-to-government relationships Minnesota has with its tribal nations

#### Performance Indicators.

- 1. Areas of non-compliance are identified and corrective actions taken to address them within one year of identification.
- 2. Identified non-compliance in areas of grants with sovereign tribal nations will be addressed in consultation with the Agency Tribal Liaison upon identification.

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### 3. Principal Responsibility

Pass through Project Administration: Administer grants associated with statewide projects for Minnesota Tribal governments and/or non-governmental organization receiving funding via pass-through Clean Water Fund (CWF) and general funding from direct legislative appropriations to ensure grantees follow program requirements.

Priority A

% of time 10%

Discretion A

#### Task Statements

- A. Administer general fund and CWF pass through grants.
- B. Review documents, and assure the availability and encumbrance of funds for all awards.
- C. Approve grantee requests for payments per the terms of the legislation language, the grant agreement and the Grants Administration Manual; monitor expenditures for appropriateness for each project and program



eligibility; work with the grants compliance specialists to determine when to withhold funding when not in compliance and communicate those decisions to grantees.

- D. Work with Grantees to resolve non-compliance issues; advise grantees on options for compliance.
- E. Maintain effective communication with grantees and work proactively to provide technical assistance that includes required documentation needed for grantee to receive their grant agreement, payment process, requests for project scope changes, and grant closure.
- F. Resolve complex or sensitive issues that arise, consult others as needed.
- G. Implement monitoring and evaluation of grant completion and work for the successful completion of grant programs.
- H. Organize and maintain grant files and records and follow agency’s retention schedule.
- I. Collaborate with auditors and financial staff as needed and respond to requests for information.
- J. Develop and perform grant closeout procedures, ensuring all grant requirements have been met and work with grantee to resolve any non-compliance issues.
- K. Support grantees with ELINK inputs to assure consistent and accurate documentation of grant administration.

Performance Indicators

- 1. BWSR is seen as being responsive and customer focused.
- 2. Training is provided to grant recipients.
- 3. Priority projects are completed in a timely and satisfactory manner and follow applicable policies and procedures related to grants management and financial practices including the Office of Grants Management policies.
- 4. Evidence of effective oral and written communication skills with staff and customers.
- 5. Customers receive clear communication and expectations for grant requirements.
- 6. Grant programs experience minimal problems with grantees.
- 7. Process improvement efforts incorporate customer perspectives.

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#### 4. Principal Responsibility

Special Assignments and Assistance: To lead special projects or work on special project teams as assigned.

Priority B

% of time 20



Discretion A

Task Statements

- A. Create and audit reports of state budget (SWIFT) accounts to ensure funds are spend in accordance with account requirements.
- B. Provide ADA information as requested.
- C. Providing detailed analysis of outcomes reporting.
- D. Prepare, audit, and communicate information for annual reports.
- E. Lead special projects or serve on special project teams as assigned.
- F. Conduct surveys necessary for public policy development as assigned; identify and recommend survey necessity and methodology where appropriate.
- G. Provide backup to other grant staff as needed.
- H. Ensure compliance with record retention and data practices policies and procedures.

Performance Indicators

- 1. Funds are spent in accordance with account requirements.
- 2. Policies and procedures are annually reviewed with grants coordinator for accuracy and updated as needed.

## 5. Principal Responsibility

Professional Development: Partake in professional development and training that adds or enhances skill base.

Priority B

% of time 5

Discretion A

Task Statements

- A. Identify training needed to ensure that all grants management procedures and policies are understood.
- B. Look for ways to improve skills that are necessary to be a good grant manager.

Performance Indicators

- A. Employee is up-to-date on training needs

## Position Description C

Employee's Name:

PCN:

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### RELATIONSHIPS

The incumbent will perform all duties and responsibilities in a manner that maintains a healthy workplace and promotes a Culture of Respect. The incumbent must communicate with an open and honest approach. The incumbent will establish effective working relationships with colleagues, supervisors, and the public by treating others with respect and in a professional manner. Solid working relationships must be established in order to maintain a successful team. The incumbent must respect departmental process by supporting agency decisions, working within department systems, and continuously striving to improve those systems. This position reports directly to the Land and Water Supervisor.

The position is responsible for managing the grants associated with Minnesota Tribal governments and non-governmental organizations' and legislative pass-through grants for CWF and general fund and must be able to work collaboratively with others to ensure mutual goals are met.

This person will also work with the Coordinators, field staff, and others within the agency on a variety of tasks, primarily on projects and databases and files directly related to grants that they are managing.

### KNOWLEDGE, SKILLS AND ABILITIES

In this position, excellent analytical, qualitative and quantitative analyses, project management, communication and human relations skills are required to be able to interact with a wide variety of people and projects, and applied in varied ways related to management improvement and pass through grants management. The critical knowledge, skills, and abilities of this position include the following:

A. Ability to establish and maintain excellent customer service skills

1. The employee in this position requires excellent communications skills as a foundation for building and maintaining effective working relationships with staff and customers.
2. The employee in this position requires good judgment and sound decision-making skills; establish and maintain effective working relationships with Minnesota Tribal governments and non-governmental organizations as well as federal, state and local government officials.
3. The employee in this position requires excellent communication skills, including the ability to orally convey complex ideas in plain language, and write effective letters, memos, and reports.

B. Knowledge of grants management

1. The employee in this position must have considerable knowledge in grants and financial management.
2. The employee in this position must be able implement state requirements related to grants management, Department of Administration Office of Grants Management policies and relevant BWSR policies.

3. The employee in this position must have skills in data management including use of Microsoft Professional including Excel, Word, Access and/or similar software applications.

4. The employee in this position must be able to apply and use the results to make conclusions and recommendations to BWSR managers, staff and customers.

5. The employee in this position must be able to monitor, inspect, or evaluate the progress of the grants. This includes being able to conduct monitoring or inspections via phone, internet, or onsite; comparing these notes with the planned developments and making sound judgments on the progress of the grants. The employee in this position will need to work with customers to resolve any issues.

#### C. Knowledge of financial management

1. The employee in this position requires a working knowledge of the processes used in planning and budgeting.

2. The employee in this position must be able to learn and have a working knowledge of the financial and programmatic reporting requirements of the various grant programs.

3. The employee in this position needs a basic knowledge of finance, and be able to apply this knowledge to the fiscal environment of non-profit organizations, Minnesota Tribal governments, Local Units of Government and individual situations. This knowledge is also necessary to interact with the representatives of the Minnesota Office of the Legislative Auditor.

4. The employee in this position must be able to quickly assess financial information and learn and understand detailed information related to pass through appropriation recipients and their financial practices.

#### D. Ability to explain state and federal notices, regulations, statutes, contracts in plain language.

1. The employee in this position must have the ability to read, comprehend and analyze guidelines, statutes, contract agreements, amendments and work programs in order to interpret and apply these to individual circumstance or situations.

2. The employee in this position must understand and be able to explain state financial management principles, programmatic regulatory requirements, and record keeping procedures in order to properly interpret and apply them to the program, to develop effective procedures, and to explain them in plain language to program participants and grantees.

#### E. Knowledge of effective project management techniques (or Ability to manage and set priorities)

1. The employee in this position must be able to effectively manage projects and set priorities to achieve results. This includes working with BWSR leadership to understand high-level priorities, converting these priorities into daily tasks, staying organized, and achieving work results within appropriate timelines.

2. The employee in this position must be able to manage their responsibilities and communication with respect to independent sovereign nations.

2. The employee in this position must be able to work under deadlines and adapt to ever changing program requirements, financial resources and administrative changes.

#### F. Knowledge of continuous improvement processes

The employee in this position requires skills in identifying opportunities for process improvements, and understanding how to work in a collaborative environment and coordinate tasks to implement improvements or



business process redesigns. This work will include improvements to documents such as Request for Proposal (RFP), contracts and amendments, the applications and guidance, handouts and flyers, or changes to the website. It could include changes in processes and procedures.

G. Ability to work as part of a team

The employee in this position must have the ability to work collaboratively and achieve results. The employee in this position must be effective working in a team environment, and coordinating pass through grants management with other DNR staff.

H. Knowledge of data practices policies

1. The employee in this position must be able to understand and manage information that could be classified as private or confidential, and in accordance with the Data Practices Act.
2. This position requires the employee to retain relevant information in accordance with the Data Practices Act and BWSR policies.

#### PROBLEM SOLVING AND CREATIVITY

This position involves significant responsibility for resolving and recommending creative resolutions to a variety of technical, financial and analytic problems. Typical problems include working closely with potential applicants to ensure proposal guidelines are followed and to offer suggestions on ways applicants may improve the viability of their proposals. The employee consults with the Regional Operations and Resources Conservation Sections and Fiscal staff to resolve problems, identify policy issues, budget and reporting problems and assists in formulating alternative solutions and appropriate responses.

This position will be required to identify, address and resolve difficult problems related to management improvements, project management, and grants management such as agreement compliance. This position will require creativity in determining how to resolve problems, e.g., related to obtaining required information, conducting appropriate analyses, and making recommendations. The incumbent will encounter diverse issues on a daily basis in addressing questions and issues regarding state and standard contract agreement compliance, accounting and payment issues. The incumbent should also be able to suggest ways to overcome program problems raised by the Legislative Auditor and implement the suggestions. This position is responsible for information management when contractual obligations have not been met, or when working with sensitive issues.

#### FREEDOM TO ACT

This individual must act within the scope of State Statute, agency regulations and policies, acquisition policies and procedures, purchasing procedures and is governed by applicable laws, statutes, operational orders and directives. The incumbent in this position has considerable freedom and latitude to work independently in daily functions of the job, and can work cooperatively with staff to execute such work. The individual is able to evaluate and recommend changes in strategy. The approval of management is needed for formal changes in program procedures and policies; and to finalize reports, and spending.