

**STATE OF MINNESOTA
POSITION DESCRIPTION A**

Employee's Name:	Position Control Number: 0118913
Agency/Division: Board of Water and Soil Resources (BWSR)	Activity:
Classification Title: State Program Administrator Principal	Working Title: Grants Compliance Specialist
Prepared By: Northern Regional Manager	
Employee's Signature: _____ (this position description accurately reflects my current job)	DATE _____
Supervisor's Signature: _____ (this position description reflects the employee's current job)	DATE _____

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: This position reports directly to the Northern Region Manager

Supervises: No supervisory authority over state employees. May supervise student interns.

DIMENSIONS

Budget: Position provides fiscal oversight of approximately \$70 million annual budget which includes federal, fee, legacy, special revenue, and state general funds through their role in agency grants monitoring and reconciliations.

Clientele: Primary: Senior Management Team, Board Conservationist, Clean Water Specialist, Grant Staff, Local Units of Government and recipients of BWSR grant funds.

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

**POSITION
DESCRIPTION B**

Employee's Name:

Position Control Number: 0118913

PRINCIPAL RESPONSIBILITIES

1. Perform agency grant monitoring, reconciliation, and training activities in accordance with state and agency policies to ensure compliance with BWSR grant agreements and reporting requirements.

Priority: A 40% of Time Discretion: A

Tasks:

- a. Financially reconcile grant expenditures.
- b. Lead site visits of grant recipients to reconcile expenditures, evaluate performance and to assess the internal controls of grant recipients.
- c. Assist BWSR staff in reviewing monitoring reports of grant recipients according to the schedule established by the particular grant program.
- d. In consultation with Regional Manager, Board Conservationists and/or Clean Water Specialist and grant staff, develop corrective action plans for grant recipients that are deemed non-compliant and recommend corrective actions, including 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.

Performance Indicators:

- a. Perform grant reconciliations timely and thoroughly, in accordance with BWSR policies and procedures, and deliver results that correct non-compliance and implement best practices, to improve the fiscal performance of BWSR grant recipients.
- b. Keep Regional Manager, Board Conservationists, Clean Water Specialist and grant staff informed about grant violations and corrective action plan status.
- c. Evaluate grant recipient responses to corrective action plans and determine when non-compliant grant recipients are compliant.
- d. As requested, review results of risk assessments with Board Conservationists and select grants for additional monitoring and financial reconciliation, in accordance with BWSR policies and procedures.
- e. Keep Regional Manager, Board Conservationists, Clean Water Specialist, and grant staff informed about monitoring, reconciliation and other grant compliance performance review activities.

2. Assist BWSR staff in the administration and oversight of grants.

Priority: A 30% of Time Discretion: B

Tasks:

- a. As requested, and in cooperation with Board Conservationists and/or Clean Water Specialist, review grant recipients' requests for payment to verify accuracy and assure that objectives have been met according to the grant agreement.
- b. As requested, and in cooperation with Board Conservationists and/or Clean Water Specialist and grant recipients, process grant amendments, work plan revisions and budget 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 grant recipients, recommending best practices for internal control, risk assessment, governance and interpretation of grant policies and procedures.

- e. Identify possible weaknesses in financial capacity or financial management among grant recipients and communicate those observations to the Regional Managers, Assistant Director for Regional Field Operations and Chief Financial Officer.
- f. Disseminate good examples of compliance procedures/systems to BWSR staff.

Performance Indicators:

- a. Assist Board Conservationist and/or Clean Water Specialist review requests for payment by established deadlines.
- b. Assist Board Conservationist and/or Clean Water Specialist review grant agreements within a reasonable time period.
- c. Assist Board Conservationist and/or Clean Water Specialist review grant amendments, work plan revisions, and amount revisions within a reasonable time period.
- d. Maintain an effective working relationship with staff and board members of soil and water conservation districts, watershed districts, counties, cities, and Technical Service Area joint powers boards and other BWSR grant recipients within the work area.
- e. Maintain close contact with grantees in work area via phone calls, board meetings, office visits and through ongoing e-mail and post mail communications.
- f. Maintain knowledge of Office of Grants Management policies and recommended grants management practices.
- g. Maintain and improve professional auditing and accounting knowledge through professional development activities.

3. Manage documentation from financial reconciliations and other oversight activities, ensuring consistency in standards and format and retrieval.

Priority: B 20% of Time Discretion: B

Tasks:

- a. Assist Board Conservationists, Clean Water Specialist and/or Grants Coordinator in maintaining all documentation pertaining to grants oversight, including grants agreements and amendments, work plan revisions and grant budget revisions.
- b. Assist Board Conservationists and/or Clean Water Specialist in organizing reports due from grant recipients, including website reviews.
- c. Assist staff in the design of a grants oversight (risk assessment, monitoring and reconciliation) documentation system that meets or exceeds industry standards for accessibility and retrievability and document the logic of the system design for future compliance specialists and auditors.
- d. Assist Chief Financial Officer in maintaining documentation pertaining to required grant recipient fiscal reports.
- e. Assist Board Conservationist in tracking grant recipient risk assessments.

Performance Indicators:

- a. Make standard and effective use of a grants oversight documentation system, cross-train on that system with other Grants Compliance staff and ensure that documentation collected from monitoring and/or reconciliation activities can be efficiently reviewed by external auditors.
- b. Effectively use eLINK to document results of monitoring and reconciliation activities.
- c. Maintain a grant recipient risk assessment database.

4. Assist North Region Manager, BWSR staff, BWSR teams/workgroups and projects to achieve goals and objectives of the agency.

Priority: B 10% of Time Discretion: B

Tasks:

- a. Assist with eLINK document storage and retrieval.
- b. Assist with outcomes reporting.
- c. Assist with performance review and assistance program evaluations.
- d. Assist with process mapping across multiples sections of agency.
- e. Assist with grantee oversight and compliance issues.
- f. Complete other duties as assigned.

Performance Indicators:

- a. Participate on BWSR assigned teams/workgroups/projects.
- b. Carry out work group assignments and meet deadlines.
- c. Complete duties as assigned by North Region Manager.

**POSITION
DESCRIPTION C**

Employee's Name:

Position Control Number: 0118913

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

This position is a member of Regional Operations and reports directly to the North Region Manager. Located in one of BWSR's regional offices, the Grants Compliance Specialist will develop and maintain sound working relationships with all Regional Operations staff, specifically Board Conservationists and Clean Water Specialists. Because the individual will monitor and act as a consultant to Local Units of Government, the recipients of BWSR grant funds, those relationships are critical.

Although regionally based, the Grants Compliance Specialist will take opportunities to connect with other 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 accordingly.

The Grants Compliance Specialist communicates information through either written reports or orally via discussions or meetings. The individual must have strong oral communication skills for interviews, presentations, or meeting discussions, including entrance and exit conferences. The individual 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.

KNOWLEDGE, 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 is preferred. Technical skills necessary to this position are a thorough knowledge of generally accepted accounting principles (GAAP/GASB, Government Accounting) and auditing standards (GAAS, GAGAS, Federal/State Audit Requirements), and knowledge of state/federal laws and regulations pertaining to the processing of financial transactions. 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 is required.

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

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 North Region Manager apprised of reasons for significant variations from the plan.

FREEDOM TO ACT

Employee has the freedom to act within the framework of existing BWSR policies, rules and procedures. Frequent oral reports to the supervisor or various program managers are intended to be informative after implementation decisions are made. Written or oral reports are provided to the supervisor on a regular basis or as requested. Specific projects or problems will require oral reporting to the supervisor. Employee has the discretion to interpret BWSR policies and to request clarification through supervisor or specialist as needed. Since the employee may operate from a location removed from the supervisor, adjustments to work schedules to accomplish changing program needs may need to be taken without the benefit of the supervisor's consultation.