



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GRANTS & PROJECTS ANALYST III	37	B	7.753
GRANTS & PROJECTS ANALYST II	35	B	7.755
GRANTS & PROJECTS ANALYST I	33	B	7.757

SERIES CONCEPT

Grants & Projects Analysts develop and implement and/or assess, monitor, control and review grant-in-aid projects/programs administered by State agencies, and provide assistance to recipients in evaluating program effectiveness.

Prepare grant applications to secure federal funding for State and/or State-sponsored programs including writing/amending program descriptions and compiling required financial and statistical data.

Review and evaluate applications for subgrants submitted by organizations for program participation, determine eligibility, and recommend approval.

Review, monitor and enforce recipient and sub-recipient compliance to federal, State and local laws and regulations; provide guidance for the uniform administration and use of federal or State funding for federal, State and/or State-sponsored programs.

Research, develop, recommend and implement long-range plans and projects within grant guidelines to maximize and enhance services provided.

Provide technical assistance to service providers regarding program operations including grants management, program planning, and interpretation and analysis of regulations, policies and procedures.

Conduct and/or assist in conducting workshops to provide guidance to service providers and program applicants regarding grant requirements, policies and procedures.

Compile data and prepare reports regarding program activities and funding sources.

Inspect service provider operations to ensure adherence to program objectives; document and report all discrepancies and make suggestions regarding proposed improvements.

Conduct audits of financial records and reports submitted by service providers to ensure the appropriate and efficient usage of monies received and/or reimbursed.

Perform related duties as assigned.

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ALLOCATION OF POSITIONS

All grants have some features in common, but there are many factors which, in combination, make the administration of some grants more complex than others. In allocating positions to the Grants & Projects Analyst I or II class, the following characteristics should be taken into consideration:

- *Size and number of grants.* This includes the amount of money allocated to the program, the complexity of applications to be reviewed, the extent of research to be conducted in allocating grant funds, requirements and regulations to be interpreted and applied, the method and procedure in allocating grants, the degree of difficulty involved in carrying out assignments, and the mental processes required to evaluate the program(s);
- *Number of subgrantees whose performance must be audited and evaluated.* This includes the extent and depth of monitoring performance of subgrantees and evaluating reports and applications submitted by subgrantees, and determining their compliance to requirements and regulations;
- *Number of years of the grant and contingencies placed upon program effectiveness,* the type of annual reporting required, and compliance with grant/project requirements;
- *In the Nevada System of Higher Education (NSHE),* complex grants are multi-year, requiring detailed budget projection; the purchase, depreciation and disposition of highly technical equipment; and may involve the use of human or animal specimens.

CLASS CONCEPTS

Grants & Projects Analyst III: Under general supervision, incumbents, in addition to overseeing and administering various complex grants, supervise, train and evaluate the performance of subordinate professional staff, and serve as a resource to lower level analysts.

Grants & Projects Analyst II: Under general supervision, incumbents perform the duties described in the series concept and are responsible for managing the more complex grants and projects functions. Complex grants and projects duties require interpreting numerous regulations and requirements, determining eligibility, providing justification for approving or denying applications, determining compliance, preparing reports and analyses, planning and conducting training, coordinating program activities with several public jurisdictions, and overseeing the maintenance of extensive informational and/or financial records. This is the advanced journey level in the series.

A representative example of a Grants & Projects Analyst II is located in the Office of Criminal Justice Assistance in the Department of Public Safety. The Office of Criminal Justice Assistance administers grant funds to state and local units of government, and Native American tribes performing law enforcement functions for programs to improve the criminal justice system, which involves usage and sales of controlled substances. Grant funding is also utilized by faith-based and not-for-profit agencies providing drug treatment programs, corrections and prevention and education programs, prosecution and court programs. The incumbent, under the supervision of a Grants & Projects Analyst III, reviews over 62 grant applications annually and oversees the management of about 40 ongoing service activities. Grant awards to the agency total \$32 million, of which the incumbent manages a total \$5.4 million annually.

The incumbent researches and gathers statistics for analysis and support of funding requests; writes applications; develops budget narrative; analyzes guidance received from Federal Program Managers; prepares semi-annual federal reports; performs annual site monitoring; and tracks both fiscal and program aspects of each subgrant recipient. Additionally, prior to reimbursement to subgrantees, the incumbent ensures all expenditures meet the allowable costs/cost principles under the federal grant guidelines and special conditions with each federal grant. The incumbent is also responsible for providing technical assistance, grant training and grant writing assistance to all subgrant recipients.

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CLASS CONCEPTS (cont'd)

Grants & Projects Analyst I: Under general supervision, incumbents perform the full range of duties described in the series concept. They assess, monitor, control and review grant projects/programs and provide technical assistance to subgrantees. This is the journey level in the series.

A representative example of a Grants & Projects Analyst I is located in the Department of Education. The incumbent oversees the Charter Schools Program grant from the U.S. Department of Education by providing technical assistance and administering subgrants to eligible charter school planners and operators.

The incumbent coordinates departmental and peer reviews of subgrant applications and assists applicants during the review process; approves/disapproves subgrant budgets, modifications and allowable costs; analyzes end-of-project financial and program reports from subgrantees; monitors programs on-site and through records reviews to ensure compliance with federal requirements; completes required federal financial and programmatic reports; and participates in the development of State charter school policies. The incumbent is responsible for approximately 20 subgrants from a total grant of \$2.5 million annually.

MINIMUM QUALIFICATIONS

GRANTS & PROJECTS ANALYST III

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in public or business administration, accounting, finance or related field and three years of professional grants experience which included writing grant applications to secure program funding; determining grant/subgrant program eligibility; researching, developing and implementing long-range grant program plans; managing fiscal aspects of grants/subgrants; and monitoring and enforcing grant/subgrant recipient compliance; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Grants & Projects Analyst II in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: management of grants and payment management systems; principles and applications of program planning and evaluation. **Ability to:** interpret, apply, and explain agency programs, processes and procedures, complex laws and regulations, restrictions, and standards to program clientele, representatives of external entities, and other agencies; make oral group presentations to persuade others to accept a specific opinion or action; represent the agency to a wide variety of groups; read, write and apply legal and technical documents; exchange ideas, information, and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions or solutions; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: federal and State regulations and guidelines governing assigned areas of responsibility. **Working knowledge of:** State budgetary process; supervisory principles and practices.

GRANTS & PROJECTS ANALYST II

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in public or business administration, accounting, finance or related field and two years of professional grants experience which included writing grant applications to secure program funding; determining grant/subgrant program eligibility; researching, developing and implementing long-range grant program plans; managing fiscal aspects of grants/subgrants; and monitoring and enforcing grant/subgrant recipient compliance; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Grants & Projects Analyst I in Nevada State service.

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MINIMUM QUALIFICATIONS (cont'd)

GRANTS & PROJECTS ANALYST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: management of grants and payment management systems; accounting and financial recordkeeping practices; accounting coding used to distribute funds, accounts receivable and accounts payable bookkeeping practices; principles and processes of program planning and evaluation.

Ability to: read, write, interpret, explain, and apply legal and technical documents; explain agency grant programs, actions, policies and procedures; write program plans, reports and grant applications using correct English grammar, spelling and punctuation; compute and prepare financial and budget reports; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grants & Projects Analyst III.)

GRANTS & PROJECTS ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field related to the position and one year of grants experience which included writing grant applications to secure program funding; determining grant/subgrant program eligibility; researching, writing and/or revising grant program plans; providing technical assistance to grant/subgrant recipients; and managing fiscal aspects of grants/subgrants; **OR** graduation from high school or equivalent education and three years of professional experience in writing grant applications to secure program funding; determining grant/subgrant program eligibility; researching, writing and/or revising grant program plans; providing technical assistance to grant/subgrant recipients; and managing fiscal aspects of grants/subgrants; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: accounting and financial recordkeeping practices; accounting coding used to distribute funds; accounts receivable and accounts payable bookkeeping practices; federal and/or State regulations pertaining to grants; management of grants and payment management systems; principles and processes of program evaluation and planning. **Ability to:** prepare grammatically correct written materials including program plans, reports and grant applications; complete required forms and documents related to program requirements; prepare and verify financial and budget reports; explain programs, policies and procedures of the agency; compose business correspondence in clear, concise and grammatically correct English.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grants & Projects Analyst II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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