

POSITION DESCRIPTION							
1. Position Number			2. Explanation (show any positions replaced)				
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other							
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)						
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk		
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:				
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST		13. Duty Station			
		14. Employing Office Location		15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			
		16. Cybersecurity Code #1:                    #2: --                    #3: --		17. Competitive Area Code: Competitive Level Code:			
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial	Date
a. Department, Bureau, or Office							
b. Second Level Review			--		--		
19. Organizational Title of Position (if different from, or in addition to, official title)				20. Name of Employee (if vacant, specify)			
21. Department, Agency, or Establishment U.S. Department of the Interior				c. Third Subdivision			
a. Bureau/First Subdivision				d. Fourth Subdivision			
b. Second Subdivision				e. Fifth Subdivision			
22. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature			Date	Signature			Date
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				24. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action							
Signature			Date				
25. Position Review	Initials	Date	Initials	Date	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		
a. Supervisor							
b. Classifier							
26. Remarks							

**DOI Standard PD**  
**PD# DL00100**

**Classification: Grants Management Specialist, GS-1109-12**

**INTRODUCTION:**

This position is located within a Bureau or equivalent Office (Bureau) within the Department of the Interior (DOI). The purpose of this position is to serve as a senior specialist and to perform cradle-to-grave administration of the more complex financial assistance actions including selection, pre-award, and post-award functions in support of various financial assistance programs involving both discretionary and non-discretionary funding with various legal authorities, statutory requirements and various recipients including non-profits, educational, local and state governments, and tribal entities. These authorities include, but are not limited to, Federal Grant and Cooperative Agreement Act; 2 CFR 200-230; DOI policies; Catalog of Federal Domestic Assistance programs and statutory authorities that allow for financial assistance.

**MAJOR DUTIES: (80-100%)**

**SENIOR SPECIALIST ROLE:**

Mentors and trains junior staff; provides peer review and quality control of financial assistance actions; provides guidance and drafts office standard operating procedures and/or business practices; responds to data calls; coordinates preparation for audits and reviews; handles the more complex, politically sensitive, higher-risk, unprecedented or unique financial assistance actions.

Provides technical assistance, attends meetings and conferences of interest to financial assistance community, assists with training and business management assistance to program staff, applicants and recipients.

**PRE-AWARD:**

Analyzes and assesses risk determination and identifies appropriate risk mitigations necessary for the successful completion of the award. Ensures that business management systems are compliant with regulatory requirements. Reviews the recipients most recently filed single audit for findings that may impact the administration of Federal funds or the performance of project activities. These are reviewed and evaluated to ensure systems are adequate to support the cost, type, and term of anticipated project work. Determines any risk mitigation required to protect Federal interest.

Performs detailed budget analysis on both competitive and noncompetitive agreements to determine the allowability, allocability, and reasonableness under applicable cost principles and their relationship to the objectives of proposed project. This involves obtaining, verifying and evaluating data supporting each element of cost.

Prepares award documents for execution and ensures necessary approvals as required by DOI regulations and designates a qualified Grants Officer's Technical Representative (GOTR). Obtains formal legal review, if required, and prepares applicable correspondence. Drafts responses to oral and written inquiries.

## **SELECTION:**

Reviews program plans and evaluation criteria and is responsible for determining which instrument is appropriate for program based on authorizing legislation, principal purpose of the award to be made and substantial involvement, if applicable. Develops and posts notice of funding opportunity (NOFO) to applicable systems.

Receives, reviews and evaluates all applications for assigned programs to ensure that proposals/agreements conform to law, regulations, Bureau and DOI policy and are consistent with the published NOFO. Monitors the objective review process of recipient's technical proposals and advises independent review panels, as necessary. Proposal deficiencies and recommendations are made to the approving official with mitigating conditions that will be imposed upon recipient with the notice of award, if applicable.

## **POST-AWARD:**

Administers, modifies, and terminates financial assistance actions, and performs budget analysis functions from simple to complex. Administers grants and agreements by monitoring performance, progress and cost, protecting the Government's rights, enforcing terms and conditions and ensuring that actions are properly completed.

Monitors the performance of recipients through review of performance reports, financial status reports, and correspondence with both Bureau and recipient program/administrative staff. Resolves any identified noncompliance that arises in the performance of the financial assistance action and determines an applies remedies for noncompliance in accordance with regulation.

Reviews recipient requests for modifications to the agreement, coordinates and facilitates legitimate requested revisions, and processes applicable documentation for executing agreement modifications. Provides direction and guidance to the GOTR or technical representative and recipient throughout the life of the agreement.

Performs and monitors close-out of agreements which includes reconciling financial information and processing a funding de-obligation, if required.

Performs other duties as assigned.

## **FACTORS:**

### **FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION:**

**FL 1-7 1250 PTS**

Extensive knowledge of a wide range of concepts, principles, and practices in grants management and skill in applying this knowledge to difficult and complex work assignments that may require signature authority.

Knowledge of and skill in applying statutes, applicable regulations, Executive Orders, Code of Federal Regulations, OMB Circulars, Bureau, and DOI policies associated with grants management including applicable cross-cutting requirements of other Federal or State agencies. Familiarity with research sources such as court decisions, Comptroller General decisions, etc. These include but are not limited to Federal Grant and Cooperative Agreement Act; 2 CFR 200-230; DOI policies; Catalog of Federal

Domestic Assistance programs and authorities that allow for financial assistance; Federal budget authorizations and appropriations law.

Knowledge of Bureau and Office mission, projects, programs, partners, and stakeholders administered by supported programmatic customers in order to ensure that the awards meet the needs of program.

Knowledge of business management systems including financial management, procurement, personnel, property management, and travel and working knowledge and skill in budget analysis and cost principles and methods in order to identify and mitigate risks, ensuring that public funding is awarded to only those organizations capable of managing them. Ability to conduct research, analyze information, draw conclusions, and take action or make recommendations based on sound business judgment, including terms and conditions, costs on agreement awards and modifications, and indirect rates.

Skill in effectively expressing information to individuals or groups, taking into account the nature of the information; skill in training and mentoring staff and stakeholders. Skill in writing in a clear, concise, organized, and convincing manner for the intended audience.

Skill in establishing collaborative working relationships with stakeholders to ensure that their needs are heard and addressed; identifying and analyzing problems; distinguishing between relevant and irrelevant information to make logical decisions and develop solutions and communicating effectively with all levels and types of organizations and audiences.

Skill in using partnerships to achieve collaborative solutions and resolve complex problems; utilizing project management, conflict management, mediation, team building, and negotiation tools to achieve results in a collaborative spirit; and analyzing diverse viewpoints to make planning decisions and solve work problems.

Ability to assess situations quickly and to make sound decisions under pressure. Ability to prioritize workload as well as changing priorities.

Knowledge of principles and policies regarding standards of conduct, conflicts of interest and business and government ethics, and handling personally identifiable information.

**FACTOR 2 – SUPERVISORY CONTROLS:**

**FL 2-4 450 PTS**

The supervisor outlines overall objectives and available resources and the incumbent and supervisor, in consultation, discuss scope of the assignment, methods, and time frames. The incumbent plans and carries out projects and assignments and resolves most conflicts independently and coordinates and collaborates with stakeholders to accomplish the work. The incumbent interprets policy and regulatory requirements in terms of established objectives and keeps the supervisor informed of progress and potentially controversial problems, concerns, issues, or other matters. Throughout the project or activity, the incumbent develops changes to plans and/or methodology and provides recommendations for improvements in order to meet program objectives. The supervisor reviews completed work for soundness and quality of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements.

**FACTOR 3 – GUIDELINES:****FL 3-4 450 PTS**

Guidelines include laws, rules, policies, procedures, and methods governing the administration of Federal grants, cooperative agreements, and awards. These guidelines require a degree of interpretation to determine the extent of relevance to each particular action. Due to the unique, unprecedented, or high visibility assignments, the guidelines are often inadequate in dealing with problems, requiring the employee to exercise judgment and initiative to identify those aspects of regulations which apply to the particular financial assistance action, modify or extend procedures, balance application of the laws and guidelines with the novel technical needs of the stakeholder, and resolves specific problems in agreement formulation, administration, termination, and budget analysis functions. The employee may also develop local guidance, procedures, and business practices.

**FACTOR 4 – COMPLEXITY:****FL 4-4 225 PTS**

Assignments involve a full range of activities involved in all areas of financial assistance, from application reviews to closeout. Assignments are complicated by the necessity for correlating specific actions within the appropriate phase of project development; the necessity for recognizing, correlating and meshing the requirements, problems and practices of disciplines involved. Further complications include handling numerous financial assistance agreements that are in varying stages of development, most of which are complex and are of long duration.

There are continuing changes in technical requirements. Significant departures from previous agreements may require the employee to devise new techniques to fulfill the requirements. Situations that arise often include new or one-of-a-kind situations with no precedents. Some agreements are further complicated by strict time constraints and high public profile.

**FACTOR 5 – SCOPE AND EFFECT:****FL 5-4 225 PTS**

The purpose of the work is to serve as a senior specialist and to perform a variety of actions that provide for the effective management of the Financial Assistance Program within the employee's area of responsibility. Financial Assistance actions are complex, politically sensitive, high-risk, unprecedented or unique. The work affects the operations of the internal organization/program stakeholders and various recipients' operations and impacts the timely and economical accomplishments of the organizational objectives and has an economic impact on recipients, sub-recipients, subcontractors, and vendors, in the respective geographic areas.

**FACTOR 6 – PERSONAL CONTACTS:****FL 6-3 60 PTS**

Personal contacts include technical and management staff and with contracting, budget, finance, and legal staff throughout the Bureau. Frequently meets with technical and managerial representatives of non-profits, educational institutions and state and local governments who either desire or have been awarded financial assistance agreements with the Bureau.

**FACTOR 7 – PURPOSE OF CONTACTS:****FL 7-3 120 PTS**

Contacts serve to advise, inform and exchange information on such things as progress of an agreement, development of an agreement, interpreting regulations and resolving problems, and preparation of negotiation positions. The employee must be skilled in dealing with highly divergent points of view and be able to persuade when necessary.

Contacts with the private sector occur to exchange information to conduct market research and fact finding, to negotiate and to resolve problems. Legal opinions may be obtained.

**FACTOR 8 – PHYSICAL DEMANDS:**

**FL 8-1 5 PTS**

The work is primarily sedentary, with infrequent periods of walking and bending. The employee may be required to drive a Government vehicle to local offices and travel by commercial transportation to attend meetings. Employee may also be required to inspect work sites and facilities.

**FACTOR 9 – WORK ENVIRONMENT:**

**FL 9-1 5 PTS**

For work conducted in the office environment, the risks include those typically found in an office environment. Normal safety precautions typical of such places should be observed in safe work practices with office equipment, avoidance of trips and falls. The work area is adequately lighted, heated and ventilated. Occasionally may need to visit field sites and work under field conditions. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

**Other Significant Facts:**

The incumbent may be required to obtain and maintain Grants Management certification from an approved organization. The incumbent may be appointed as a Grants Officer with the authority to sign awards, modifications, terminations, and other actions associated with Financial Assistance instruments within the prescribed limits of their appointment documentation.

**TOTAL POINTS: 2790 = GS-12**

**POINT RANGE FOR GS-12: 2755-3150**