

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			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	13. Duty Station	14. Employing Office Location	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# DL00000**

**Classification: Grants Management Specialist, GS-1109-13**

**INTRODUCTION:**

This position is located within a Bureau or equivalent Office within the Department of the Interior (DOI). This position is of critical importance to the effectiveness of regional and/or center FFA programs. The primary emphasis of this position is agreement development, administration and technical oversight. The wide-range and variety of financial assistance actions provided include grants, cooperative agreements, master cooperative agreements with task agreements. The purpose of this position is to serve as the Regional or Center Federal Financial Agreements (FFA) Officer who oversees the required performance of all pre-award and post-award functions associated with FFA program administration.

**Major Duties: (80-100%)**

Serves as a Grants Officer responsible for the performance of pre-award and post-award functions in support of various financial assistance programs involving both discretionary and mandatory funding incorporating various legal authorities, and statutory requirements, with various recipients including non-profits, educational, local and state governments, and tribal entities. Agreements are frequently unique with little or no precedent on which to base decisions and are complicated requiring special processing due to statutory requirements or monetary limitations. Formulates agreements that span several years and are frequently of a complex nature, having a high dollar value and involving cooperative research efforts. Authorities include, but are not limited to, Federal Grant and Cooperative Agreement Act; 2 CFR 200-230; 43 CFR 12; Catalog of Federal Domestic Assistance programs and authorities that allow for financial assistance. Maintains familiarity of the Catalog of Federal Domestic Assistance (CFDA) number applicable to the specific assistance requirement.

Oversees FFA administration, modification, termination, and cost analysis functions from simple to complex and/or controversial. Administers grants and agreements by monitoring performance, progress and cost, protecting the government's rights, enforcing all terms and conditions and ensuring that all actions are properly completed.

Provides continual oversight of the regional and/or center agreements program. Develops regions and/or centers strategic plans and performance metrics and monitors each to ensure mission support. Obtains Solicitor review as required.

Develops guides and procedures to be used region and/or center wide to ensure standardization and streamlining of processes. Implements associated region and service-wide training. Provides technical assistance, oversight, ethics advice, expertise, and consultation to program officials, awardees, review panels, applicants, recipients, sub-recipients and grants management specialists throughout the region and/or center. Serves as region and/or center representative to implement and monitor Bureau and/or DOI financial assistance annual review requirements. Implements internal controls related to financial assistance to increase transparency and enhanced competition.

Reviews applications for assigned programs to determine that proposals/agreements conform to Federal laws, regulations, and Bureau and DOI policies. Identifies critical or problematic areas, and in conjunction with technical program specialist, determines or recommends corrective action. Oversees,

reviews and evaluates the business management aspects of grant applications or plans to ensure adherence to regulations and policies and selection of grantees with maximum potential for success. Reviews or performs detailed cost or price analysis on both competitive and noncompetitive agreements. Oversees the evaluation of technical proposals from potential recipients. Negotiates terms and conditions of award, including cost, schedule, government oversight and review, and administrative and fiscal matters. Ensures funding arrangements are legally sufficient.

Reviews proposed budgets for financial assistance action to determine if reasonable and allowable under applicable cost principles and their relationship to the proposed project. Recommends proposed changes to the program specialist and/or applicant.

Initiates, plans, and conducts surveys to recommend changes to policies, procedures, and regulations.

Performs/reviews detailed budget analysis of all applications to determine the necessity, reasonableness and appropriateness of the proposed costs through verifying and evaluating data supporting each element of cost and may require the request and use of pre-award audits by a Federal audit agency or an outside audit firm.

Ensures the recipient's business management systems which include (a) accounting, (b) purchasing, (c) organizational structure and internal controls, (d) personnel, (e) travel, (f) property management and (g) audits by the cognizant federal audit agency or outside firm are all reviewed and evaluated to ensure systems are adequate to support the cost, type and term of anticipated project work. Documents deficiencies and recommends to the approving official the mitigating conditions that will be imposed upon recipient with the notice of award.

Reviews award documents for execution and secures necessary approvals as required by DOI regulations and ensures designation of an Agreements Technical Representative. Obtains formal legal review, if required, and prepares applicable correspondence. Prepares responses to oral and written inquiries.

Maintains continuing oversight of the regional and/or center agreements program through review of narrative and expenditure reports, technical representative reports, and meetings with program staff.

Resolves management and administrative problems that arise in the performance of the financial assistance actions. Recommends modifications for continuing, reducing, redirecting, or terminating agreements. Provides support and assistance on management and administrative matters, through site visits when necessary. Reviews and authorizes requests for payment. Reviews recipient or request for modifications to the agreement, coordinates and facilitates the requested revisions and processes the applicable documentation for executing agreement modifications. Reviews and accepts annual audits and performance reports. Provides direction and guidance to the Technical Representative throughout the life of the agreement.

Provides technical assistance, conducts and attends both meetings and conferences of interest to financial assistance community, provides training and business management assistance to program staff, applicants, recipients, and other federal agencies on grants and cooperative agreements, as requested.

Keeps fully apprised of new or revised DOI policies, regulations and procedures and instructions pertinent to the development and execution of financial assistance actions in the region and/or center. Interprets policy for program staff and applicants.

Makes recommendations for the formulation of assistance policies. Recommendations typically result in policy formulation utilized region and/or center wide.

Prepares and reviews Memorandums of Understanding and Memorandums of Agreement with various entities in accordance with established guidance. Monitors and ensures the proper close-out of agreements.

**FACTORS:**

**Factor 1 – Knowledge Required by the Position:**

**FL 1-8 1550 PTS**

Mastery knowledge and skill of Federal and Agency FFA principles, policies and procedures to plan and carry out all activities related to the most complex aspects in grants management sufficient to provide expert technical leadership, staff coordination, and consultation in all FFA functional areas including pre-award, post-award, and price/cost analysis, implementing new developments, and providing policy interpretation to program managers, the Regional Chief of Contracting (as applicable), MABO Leads, and/or the Regional Directorate.

Knowledge of and ability to apply 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.

In-depth knowledge of the Federal Acquisition Regulations, contract law and familiarity with research sources such as court decisions, Comptroller General decisions, etc. These authorities include, but are not limited to, Federal Grant and Cooperative Agreement Act; 2 CFR 200-230; 43 CFR 12; Catalog of Federal Domestic Assistance programs and authorities that allow for financial assistance.

Knowledge of a variety of legal instruments available to conduct business contracts, concessions, partnerships, cooperating associations.

Thorough knowledge of administrative and technical procedures to promote the smooth operation of the Financial Assistance Program.

Knowledge of, and ability to apply, basic accounting principles, assist recipients in meeting program financial requirements and to determine eligibility of final costs.

Working knowledge and skill in budget analysis and cost principles and methods.

Knowledge of recipient's business management systems including financial management, procurement, personnel, property management, and travel in order to ensure that public funding is awarded to only those organizations capable of managing them.

Knowledge of federal budget authorizations and process and appropriations law.

Knowledge and skill sufficient to negotiate terms and conditions, costs on agreement, indirect rates, and awards/modifications on large and complex agreements.

Knowledge of automated financial assistance processes and related systems in order to complete assignments to include, but are not limited to, Financial and Business Management System (FBMS), Federal Assistance Award Data System (FAADS), Grants.gov and any other future systems.

Ability to communicate orally and relate interpersonally in order to present information and persuasive positions, advise program officials and provide technical support and assistance to grant recipients.

Proficiency in written communications in order to present information, write reports and correspondence and special terms and conditions.

**Factor 2 – Supervisory Controls:**

**FL 2-4 450 PTS**

General supervision and guidance are exercised by the supervisor. Day-to-day work is performed with little or no supervisory review and technical guidance and assistance is requested when needed.

Employee is expected to accomplish all grants management functions by planning assignments and applying judgment in performance of the work. Performs specialized assignments independently without specific instructions up to and including final approval/signature. Employee negotiates and resolves conflicts with grant recipients. Employee refers only those problems of a precedent setting nature for review but retains the position of final decision-maker.

**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.

The employee exercises independent and experienced judgment and initiative to identify those aspects of regulations which apply to particular financial assistance action, adapts procedures, decides upon approaches, and resolves specific problems in agreement formulation, administration, termination, and budget analysis functions.

**Factor 4 – Complexity:**

**FL 4-5 325 PTS**

As a Regional or Center Federal Financial Agreements Officer, oversees the functions associated with FFA program administration. The work is characterized by breadth of planning, review, and coordination or depth of problem identification and analysis, stemming from the variety of the financial agreements functions or from the unknowns, changes, or conflicts inherent in the issues. Decisions involve responsiveness to continuing changes in programs or technological developments. Actions may require new or modified terms and conditions, arrangements, or policy interpretation throughout the pre-award or post-award phases.

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 (e.g. program, budget, administrative, etc.). 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.

Continuing changes in technical requirements may require significant departures from some agreements and may require the employee to devise new techniques to fulfill the requirements. Some situations that arise include new or one-of-a-kind situations with no precedents. In addition, some agreements are further complicated by strict time constraints and high public profile.

**Factor 5 – Scope and Effect:**

**FL 5-5 325 PTS**

The purpose of the work is to provide for the efficient and effective management of the Financial Assistance Program within the region and/or center. This includes developing guides and procedures used region and/or center wide, providing training, assistance and oversight to program officials, awardees, review panels, recipients, and grants management specialists throughout the region and/or center.

The work affects various recipients’ operations and may have a significant economic impact on recipients, sub-recipients, subcontractors, and vendors. The work also affects other financial assistance experts throughout the region and/or center.

**Factor 6 – Personal Contacts:**

**FL 6-3 60 PTS**

Employee interacts daily with technical and management staff and with contracting, budget, finance, and legal staff throughout the Bureau. Frequently meets with technical and managerial representatives of private industry, 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 (e.g. 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 (e.g. 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 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 (e.g., use of 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 is 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, and terminations of Financial Assistance instruments within the prescribed limits of their appointment documentation.

**TOTAL POINTS: 3290 = GS-13**

**Total Point Range for GS-13: 3155-3600**