

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

NATURAL RESOURCES FINANCIAL ASSISTANCE SPECIALIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions located within the Department of Natural Resources which function as Natural Resources Financial Assistance Specialists. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses professional positions located within the central or regional offices of the Department of Natural Resources which function as Financial Assistance Specialists. Positions allocated to this classification series perform professional, analytical, coordinative, technical assistance and administrative duties necessary to develop, administer, and implement grant/loan programs within the Department of Natural Resources. Positions within this series require extensive knowledge and application of resource conservation and outdoor recreation and/or environmental quality objectives and practices of the Department of Natural Resources as well as extensive knowledge and application of financial assistance theories and principles.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which do not spend the majority of the time (50% or more) performing professional Financial Assistance Specialist duties.
2. Positions which spend the majority of the time (50% or more) performing a particular function such as planning, budgeting, training, financial accounting or auditing.

3. Positions which spend the majority of their time performing duties that are more appropriately classified as Financial Specialist.
4. Positions outside of the Department of Natural Resources performing grants work for a majority of the time which are more appropriately classified as Grants Specialists.
5. All other positions which are more appropriately identified by other classifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competitive examination. Progression to the Senior level occurs through reclassification. Movement to the Advanced level is through competitive examination.

II. DEFINITIONS

NATURAL RESOURCES FINANCIAL ASSISTANCE SPECIALIST

This classification level is used as an entry progressing to an objective level for positions that perform Natural Resources Financial Assistance Specialist work. Work is performed under close progressing to general supervision.

NATURAL RESOURCES FINANCIAL ASSISTANCE SPECIALIST-SENIOR

Positions allocated to this level perform the full range of professional grant/loan program functions within the Department of Natural Resources' Central or Regional Offices functioning as a: (1) Grant Specialist; (2) Loan Specialist; or (3) Grants Manager responsible for one or more statewide grant programs. These positions perform the full range of duties as described within the Representative Positions below and function under the general supervision of a Section Chief or Regional Government Outreach Supervisor.

Representative Positions

Grant Specialist: Positions in this allocation implement one or more grant programs and provide a wide range of grant services to local units of government and other organizations; evaluate project applications and makes funding recommendations; serve as a member of project review and decision-making panels; participate in the development of and recommend improvements to existing program policies, administrative rules and grant evaluation and selection criteria; provide assistance to customers and develop partnerships with state and federal agencies, local governments and conservation organizations to accomplish grant and program goals and integrate financial assistance strategies; interpret and clarify state and federal administrative rules and policy; provide technical expertise and serve as a consultant to project sponsors and grant recipients; plan and conduct workshops and provide information and education to municipalities, organizations and the public; direct and monitor compliance with federal and state laws, regulations and guidelines, such as the Americans with Disabilities Act and WEPA; monitor project progress and conduct on-site inspections, audit grant applications and grant reimbursement claims and approve payments; assist local governments in development of comprehensive outdoor recreation plans; provide comprehensive financial management assistance; and evaluate project budgets and the financial capability of applicants.

Loan Specialist: Positions in this allocation design, plan and implement Wisconsin's environmental loan programs, with the majority of loans being for multi-million dollar projects. These positions function as statewide loan program specialists and are responsible for multiple aspects of highly complex

environmental loan programs which are controversial, politically sensitive, and experience frequent changes due to both federal and state legislative initiatives. Positions develop administrative rules and policies consistent with Wisconsin statutes and federal regulations to meet the goals and guidelines of environmental loan programs; lead the development of integrated program/financial goals and criteria used to determine funding and accomplish the DNR mission; evaluate effectiveness of existing programs and recommend improvements to statutes, rules, policies, and procedures; plan and conduct training sessions and communicate explanations of highly complex regulations, policies, and procedures to municipal officials, consulting engineers, financial advisors, municipal and bond attorneys, legislators, and the general public; function as a financial packaging expert to provide beneficial and cost efficient projects for municipalities; develop policies and procedures to implement statutory changes to the programs; interpret and apply regulations, statutes and codes; prepare annual Capitalization Grant application, Intended Use Plan and other required documentation for submittal to EPA; and develop annual environmental and funding priorities and funding policies; perform project eligibility reviews of engineering and legal documents ensuring the program requirements are met; and represent the Department at public hearings.

Grant Manager: Positions in this allocation manage one or more statewide grant programs within the Bureau of Community Financial Assistance. Develop and implement new grant programs related to the assigned program area. Establish grant program objectives and priorities, interpret statutes, and develop rules and policies to ensure statewide consistency and that legislative intent is met. Evaluate impact of proposed legislation and develop department positions on proposals; develop legislative proposals. Represent the department to the legislature, other agencies, boards and councils; serve as chief staff and policy person as well as the chief fiscal officer on Governor appointed councils for the assigned grant areas. Develop grant language and execute grant contracts and agreements. Provide assistance to customers and develop partnerships with state and federal agencies local governments and conservation organizations to accomplish grant and program goals and integrate financial assistance strategies including use of other funding sources. Plan and conduct training sessions. Monitor program budgets to ensure expenditures and commitments are within budgetary authorization; track long-range program trends and project future budgetary needs. May also perform any of the duties of the Grant Specialist.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations shall be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created as a result of the Grants and Contracts Survey effective June 22, 1997 and was announced in Bulletin CC/SC-67.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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