

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**GRANTS 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 which function as Grants 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 or 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 which function as Grants Specialists. Positions allocated to this classification series perform professional analytical, coordinative, technical assistance and administrative duties necessary to administer grant-in-aid, contract or loan programs in which the State provides funds to other organizations or levels of government; or perform such duties for comparable programs which provide financial resources to private firms, non-profit organizations, individuals, or governmental agencies at the State or local level in order to assist them in carrying out programs aimed at achieving State or Federal goals. Positions allocated to this class administer and manage grants programs and perform the following duties: Conduct research and analyze data pertaining to the grant program area's conditions and needs; provide technical assistance to applicants in developing programs and projects which will qualify for funding; conduct workshops; provide public information and education related to the assigned program area; provide expertise and serve as a resource or consultant to applicants, agency management, and others in the assigned program area; develop and apply grant evaluation/selection criteria; select or participate in the selection and awarding of grants; negotiate and establish conditions of the grant contracts with grantees; monitor grant or contract objectives, expenditures, and progress reports of grantees; conduct on-site evaluations; review and evaluate grantees' final reports and results upon completion of the grant contract; evaluate program effectiveness and make recommendations for improvements; and conduct program planning and policy and procedure development for the assigned program area.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which do not spend the majority of their time (50% or more) performing professional Grants Specialist duties.
2. Positions which do not meet the statutory definition of professional as defined in Wis. Stats. 111.81(15).
3. Positions which spend the majority of their time performing duties that are more appropriately classified as Contract Specialist.
4. Positions which specialize in a particular function and spend the majority of their time on duties such as planning, budgeting, training or financial accounting or auditing.
5. Positions which spend the majority of their time performing duties that are more appropriately classified as Financial Specialist.
6. Positions which spend the majority of their time performing duties that are more appropriately classified as Purchasing Agent.
7. Positions which spend the majority of their time performing program planning and analysis not related to state or federal grant programs and are more appropriately classified as Program and Planning Analyst.
8. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competitive examination. Progression to the Advanced level may occur through reclassification.

E. Differentiating Grants Specialist Positions from Contracts Specialist Positions

Contracts Specialist positions develop and administer contracts between the State of Wisconsin and local governments, private organizations and other entities for programs, projects and other services which are mandated by State or Federal law; conduct Request For Proposals (RFP's) for specific services to be provided to the state; develop contracts for the state with local governments and other entities; monitor the vendors' or other entities' activities for compliance with the contract; and may administer the grievance and complaint process. [NOTE: Please refer to the Contracts Specialist classification specification for a more detailed description of duties and responsibilities.]

After a grant application has been approved, **Grants Specialist** positions develop and administer contracts which specify the requirements of the project which has been approved for State and/or Federal funding. Thus, some overlap occurs between Grants Specialist and Contracts Specialist positions.

The duties described in this paragraph differentiate **Grants Specialist** positions from **Contracts Specialist** positions. **Grants Specialist** positions administer grants from a funding source which

allows flexibility and discretion in the development of proposals which may qualify for grant funding, including how the money may be spent, the scope and impact of the funded program or project, the kinds of projects or programs that may be funded, the criteria by which grant awards will be made, and the criteria by which the grant project will be evaluated upon completion. **Grants Specialist** positions provide consultation to the applicants in developing grant proposals. After a grant is awarded to an applicant, a contract is developed between the State and the grantee outlining the requirements of the project. **Grants Specialist** positions analyze the results of the grant projects to develop or modify the grant subject matter area's program planning, policies, and procedures.

In contrast, **Contracts Specialist** positions have more defined rules and regulations to apply. For example, the Federal government may have well established laws and rules which govern the program area which the State contracts out to be administered by county or local governments. The State has more limited discretion in determining what services will be provided or how they will be provided because of Federal requirements.

A good example of a **Contracts Specialist** and a Grants Specialist position in similar program areas is the Food Stamps (FS) Program. The Federal government provides funding to the State of Wisconsin for the FS program and the State develops contracts with the counties to administer the program on a local basis. A **Contracts Specialist** develops the State/County and State/provider contracts language; provides contract interpretation; and prepares and monitors county and provider allocations, funding reimbursement and distribution methodologies.

A good example of a Grants Specialist can be found in the Grants Specialist – Advanced representative position entitled “Error Reduction Grants Specialist.” This position administers a \$1.6 million annual grants program to develop error reduction projects which will protect the State from possible Federal fiscal sanctions for errors in the FS, Aid to Families with Dependent Children, and Medical Assistance programs. This position works with local agencies as they develop proposals for error reduction projects; establishes criteria for application review; develops the contract language after the project has been approved; monitors approved projects through progress reports and on-site visits; prepares reports on the project results; and recommends improvements in the program planning, policies and procedures for this program area.

II. DEFINITIONS

GRANTS SPECIALIST

This classification is used as an entry level progressing to objective level for positions that administer and manage grants programs. Work is performed under close progressing to general supervision.

Positions allocated to this class administer and manage grants programs and perform the following duties: Conduct research and analyze data pertaining to the grant program area's conditions and needs; provide technical assistance to applicants in developing programs and projects which will qualify for funding; conduct workshops; provide public information and education related to the assigned program area; provide expertise and serve as a resource or consultant to applicants, agency management, and others in the assigned program area; develop and apply grant evaluation/selection criteria; select or participate in the selection and awarding process of grants; negotiate and establish conditions of the grant contracts with grantees; monitor grant or contract objectives, expenditures, and progress reports of grantees; conduct on-site evaluations; review and evaluate grantees' final reports and results upon completion of the grant or

contract; evaluate program effectiveness and assess the achievement of State or Federal goals and make recommendations for improvements; conduct program planning and policy development for the assigned program area; prepare and present materials in defense of program decisions upon administrative or judicial appeal; act as liaison with Federal and local government agencies, advisory councils and commissions, and professional associations; and participate in the development of the budget, legislation, administrative codes and statutes for the assigned program area. Work is performed under general supervision.

Positions allocated to this classification as an objective level administer and manage grants programs and perform the following duties: develop policies, procedures, and program activities for grants programs; provide technical assistance to grantee applicants in the development of grant applications and project proposals; develop grant selection criteria, applications and guidelines; coordinate grant selection committee activities; negotiate, develop and administer contracts between grantees and the organization; maintain grant records; and develop and administer public information and education activities related to the grant program area.

Representative Positions

Wisconsin Art Board Arts in Education Grants Specialist - This position administers and manages the statewide Arts in Education Program; develops and recommends program policies, goals and program objectives and activities; provides technical assistance to grant applicants; develops grant criteria, applications and guidelines; coordinates committees in the selection and awarding of grants; coordinates the completion of grant agreements upon award; conducts on-site or telephone reviews to monitor grantee progress and evaluate compliance with agency requirements; reviews final reports submitted by grantees to determine compliance with agency requirements; conducts planning activities in relation to arts in education and the preparation of grant applications; establishes collaborative arts education initiatives/programs with the other state agencies and organizations; and develops public information and education activities related to the Arts in Education Program.

Department of Commerce Labor Standards Officer - This position provides specialized technical assistance on community development issues and monitors compliance with Federal labor standards regulations as they pertain to the Wisconsin Development Fund (WDF) program. This position trains local officials on the WDF labor standards; monitors WDF applications in housing and public facilities; provides on-site technical assistance to grantees on program implementation and compliance; and recommends modifications in the rules and guidelines of the WDF program.

GRANTS SPECIALIST -ADVANCED

Positions allocated to this level perform duties identified at the Grants Specialist level and in addition administer the most complex grant, loan or contract program(s) within state service. Positions allocated to this level differ from the Grants Specialist level in the scope, impact, and complexity of the grant or aid program(s) administered, the complexity of the program knowledge required, the number and variety of programs administered, the fiscal impact of those programs, the complexity of the grant program guidelines and the level of difficulty in interpreting those guidelines. Work is performed under general supervision. In order to be appropriately classified at this level, positions must spend the majority of their time on professional Grants Specialist duties which are of similar scope, impact, and complexity as the representative positions identified at this classification level.

Representative Positions

Department of Commerce Economic Development Specialist - This position functions as a statewide Economic Development Specialist and represents the department in the design, negotiation and implementation of local economic development programs which utilize Wisconsin Development Fund (WDF) and other funding sources such as federal and state programs, bank financing and private programs. As part of a \$23 million annual community development program, of which \$11 million is used for economic development purposes, this position functions as a financial analyst/financial packaging expert and works closely with the financial network that funds community and business development proposals; reviews WDF program applications; serves as the bureau expert in negotiating terms of contracts between the department, businesses and local government for the program; conducts reviews and analyses of business financial statements and pro formas; conducts financial analysis, business plan development, and tax incentive and credit evaluation; provides specialized technical assistance to applicants; develops and negotiates financing plans for assistance; evaluates grantee performance records and reports to assure compliance with program requirements and objectives; negotiates the resolution of noncompliance problems; approves the release of funds according to contract terms; and recommends modifications of rules and guidelines of the WDF program.

Department of Transportation, Division of Transportation Investment Management, Injury Prevention Program Specialist - This position conducts policy and procedure analysis, program planning, and contract development, monitoring and evaluation for state and federal highway safety programs related to the Injury Prevention Program; functions as a technical expert and consultant to local governments and other organizations in program planning and grant application development for the Emergency Medical Services and Occupant Protection program areas; works with such entities in the development of projects and programs which may qualify for state and federal funding; negotiates highway safety contracts; monitors contract objectives, expenditures, progress reports, and conducts on-site evaluations; and conducts research and analysis in developing transportation safety programs.

Department of Workforce Development Child Care Grant Specialist – This position plans and implements statewide grant programs for community child care initiatives, on-site child care offered by local child care administrative agencies. This position develops programs and policies; implements the programs; develops funding distribution formulas; consults with grantees; monitors programs and activities; and provides technical assistance and training to grantees and potential grantees. This position develops and operates a grants management system and enters data onto an automated grants tracking system. The grants program distributes funds statewide in compliance with complex federal and state statutes and regulations.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will 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 Management Survey which was implemented effective May 11, 1997 and was announced in Bulletin CC/SC-66.

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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