

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# DL00300**

**Classification: Grants Management Specialist, GS-1109-09**

### **INTRODUCTION:**

This position is located within a Bureau or equivalent Office within the Department of the Interior (DOI). The purpose of this position is to serve as a Grants Management Specialist with performing cradle-to-grave administration including pre-award, award, post-award, and close-out functions in support of various financial assistance programs involving both discretionary and mandatory 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; 43 CFR 12; Catalog of Federal Domestic Assistance programs and authorities that allow for financial assistance. This position also 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.

### **MAJOR DUTIES: 80-100%**

The incumbent independently performs, or may assist a higher graded specialist, in a variety of standardized functions that support the Financial Assistance Program, with direct or indirect supervision, where the requirements are typically well defined and have precedent, within the following areas.

#### **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.

#### **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 all terms and conditions and ensuring that all 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 applied remedy 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.

**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.

Performs other duties as assigned.

**FACTORS:**

**FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION      FL 1-6 950 PTS**

Knowledge of the principles, techniques, methods, and procedures of pre-award, award, post-award, and close-out functions in support of various financial assistance programs where the actions are usually well defined and have precedent.

Knowledge of statutes, applicable regulations, Executive Orders, Code of Federal Regulations, DOI and Bureau guidelines and directives, and the skill to recognize their applicability to specific financial assistance situations. 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 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 to ensure that public funding is awarded to only those organizations capable of managing them.

Ability to effectively communicate both orally and in writing to review and respond to proposals, to produce agreement documents, to draft correspondence, and to seek and clarify information and instructions.

Knowledge of budget analysis sufficient to perform basic analyses for standard agreements when historical data and precedents are applicable.

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

**FACTOR 2 - SUPERVISORY CONTROLS**

**FL 2-3 275 PTS**

The incumbent receives technical management, direction, and oversight of work, and may receive work assignments from a higher-graded Grants Management Specialist who outlines the policies and procedures to be used, and provides more detailed instructions on new, difficult, or unusual assignments. Recurring assignments are completed independently without specific instruction. Technical problems and unfamiliar situations are referred to a higher-graded specialist.

Completed work is usually presented in the form of recommendation for approval, modification, or terminations of financial assistance actions, and is reviewed prior to signature for compliance with instructions, applicable directives and/or administrative procedures and policies, and adequacy of result, and that all assignments are performed in a competent and ethical manner. The methods used in arriving at the end results are not usually reviewed in detail.

**FACTOR 3 – GUIDELINES**

**FL 3-3 275 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 judgment and initiative to identify those aspects of regulations which apply to the 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 4-3 150 PTS**

Assignments cover the full range of standardized pre-award, award, post-award, and close-out functions associated with financial assistance programs that occur in a controlled work situation. This includes working with program managers in developing grants and/or cooperative agreements, ensuring the appropriate legal instrument is used, and that the authority, public purpose, and substantial involvement requirements are met, as well as determining the appropriate level of legal review. Assignments involve the use of sound business judgment and analytical abilities, such as reviewing applications for completeness, obtaining additional information as necessary, preparing required documents, and monitoring compliance. Decisions are based on analysis of alternatives, adaptation, or modification of procedures, or resolution of incomplete or conflicting technical data.

**FACTOR 5 - SCOPE AND EFFECT**

**FL 5-3 150 PTS**

The purpose of the position is to perform a variety of financial assistance program actions encountered during pre-award, award, post-award, and close-out functions. Examples include preparing all award documents for execution and securing necessary approvals as required by DOI and monitoring the objective review process of recipient's technical proposals and advising independent review panels.

Assignments for award, administration or termination may carry Grants Officer authority within the prescribed limits for the Office. Work products affect serviced organizations by contributing to the timely and economical accomplishments of the organizational objectives.

**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 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 7-2 50 PTS**

Contacts are for the purpose of obtaining and exchanging information, reviewing agreement status, coordinating actions with support offices, discussing the terms and conditions of agreements, as a liaison with the awardee organization answering questions and provides assistance. The contacts are generally with individuals or groups working towards mutual goals.

**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 (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 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: 1920 = GS-09**

**POINT RANGE FOR THE GS-09: 1855-2100**