



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Grants Program Analyst I/II
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GENERAL PURPOSE

Under direct supervision (Grant Program Analyst I) or general direction (Grants Program Analyst II) performs complex, analytical, technical assistance, financial accounting, budgetary, statistical, and other analyses (Grant Program Analyst I) and advanced-level analyses (Grants Program Analyst II) in support of District external funding program (grants and loans); conducts research and provides analytical and technical assistance to the Grants Program Manager; assists with the external funding opportunity identification and solicitation process; coordinates with District departments, member agencies, and various State and Federal agencies, and consultants in planning and submitting external funding applications; monitors applications for quality control to meet deadlines and requirements; monitors funding options available to the District; ensures compliance with the requirements of the pre-award and post-award administration of external funding opportunities and that all assigned operations and functions serve the needs of the District; serves as the post-award administrator for externally funded capital projects and District programs, and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Grants Program Analyst I: This is the entry-level classification in the Grants Program Analyst series. Initially under direct supervision, incumbents specialize in performing time-critical analytical and technical duties in the preparation and ongoing coordination of external funding programs. As experience is gained, assignments become more varied, complex, close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Incumbents usually perform most of the duties required of the positions at the Grants Program Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Grants Program Analyst II: This is the fully qualified journey-level classification in the Grants Program Analyst series. Positions at this level are distinguished from the Grants Program Analyst I by the performance of the full range of duties as assigned, working

independently, and exercising considerable discretion and independent judgment. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Grant Program Analyst I and II

Receives general supervision (Grants Program Analyst I) or direction (Grants Program Analyst II) from the Grants Program Manager. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Grants Program Analyst I level may perform some of these duties and responsibilities in a learning capacity. Positions at the Grants Program Analyst II level exercise some of these duties and responsibilities statements in an implementation capacity.

- Monitors state, federal, and other agencies for potential external funding opportunities acquired from multiple sources and databases.
- Performs program administrative functions in a specified area; prepares technical reports, correspondence, and other written materials; provides technical assistance to others on administrative and analytical matters.
- Acts as project manager and coordinates planning, analysis and development for external funding programs and studies such as cost studies, assessments, financial reporting, and budget performance.
- Coordinates and may attend meetings with officials of other governmental agencies, funding agencies, consultants, businesses and community groups and the public regarding assigned external funding opportunities; prepares agenda packets and other documentation; may make Board presentations of study results and recommendations, and prepares meeting rooms and takes notes.
- Serves as the ongoing liaison for external funding program application activities and development of proposals; responds to inquiries from staff, funding agencies, vendors, and consultants relative to the District's external funding program.
- Reviews external funding proposals for accuracy, completeness, and compliance with District policies; prepares and submits required documentation in a timely manner.
- Develops budgets, assures compliance with sponsor guidelines, processes final

- proposals, and coordinates with staff and senior management to obtain approval.
- Provide support to resolve any pre-award contractual or program issues involved in the pursuit of external funding opportunities.
 - Assists in the coordination and implementation of awarded external funding opportunities; enters, tracks, and updates new and current external funding opportunities; analyzes consultants' costs by reviewing invoices and maintaining consultant budget.
 - Serves as the post-award administrator on externally funded projects; prepares a budget analysis for approval by management; develops a comprehensive understanding of the funding agreement; coordinates stakeholder meetings; collaborates with funding agencies to resolve agreement discrepancies; reviews and recommends agreement execution to management.
 - Plans, organizes, and prioritizes external funding program services as directed by the Grants Program Manager.
 - Reviews external funding proposals for accuracy, completeness, and compliance with District policies; develops budgets; coordinates with staff to obtain approval and assists in the coordination and implementation of awarded external funding opportunities.
 - Performs a variety of technical duties in the preparation, processing, maintenance, storage, archiving, and reporting of external funding records; writes or maintains desk procedures prepares account reconciliations.
 - Composes periodic progress reports for external funded projects using multiple sources of information to identify accomplishments during the report period.
 - Prepares external funding reimbursement requests; reviews vendor invoices to determine eligibility of services under the contract; compares against data in the financial management system for accuracy; processes payments; closes financial periods, verifying that data is accurate; assists in compiling information for, and participates in external audits of external funded projects.
 - Interacts with public, state, and federal agencies as required.
 - Observes and complies with all District and mandated safety rules, regulations, and protocols.
 - Applies Continuous Improvement principles in the deployment of department business plans, processes, and performance measures, ensuring that they align with District's strategies and operational plans.
 - Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

Positions at the Grants Program Analyst I level may exercise some of these knowledge and abilities statements in a learning capacity. Positions at the Grants Program Analyst II level exercise some of these knowledge and abilities statements in an implementation capacity.

- State and federal legislative procedures for loans, grants, and appropriations.
- Principles and practices of public administration, budgeting, and finance, including external funding program administration.
- Methods and techniques of researching external funding opportunities and external funding sources.
- Principles and practices of effective external funding proposal writing.
- Financial and budgeting principles, practices, and terminology.
- Budget preparation and administrative processes to ensure external funding compliance.
- Mathematical and accounting methods and procedures.
- District operations and services.
- District priorities for sourcing funding.
- Relationships with adjacent and supporting agencies and local governmental bodies.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Principles of providing functional direction and training.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Ability to:

- Analyze administrative problems/funding programs and make appropriate recommendations.
- Source appropriate funding opportunities and identify/recommend collaborative efforts with other agencies.

- Conduct complex research on a variety of grant accounting, financial, and budgetary issues.
- Think creatively and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare a diverse range of external funding documents.
- Coordinate the requirements and timing between the stakeholders, consultants, and funding agencies.
- Select appropriate methodologies and perform mathematical and statistical calculations and analyses.
- Prepare evaluations, reports, and proposals with well-supported findings, conclusions, and recommendations in a logical, understandable manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Understand and carry out written and oral instructions.
- Make clear and concise oral presentations.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Plan, organize, and coordinate the work of lower-level staff.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Perform a range of professional analytical, programmatic, and administrative duties involving the use of independent judgement and personal initiative.
- Provide administrative, management, and professional oversight of assigned external funding projects.
- Analyze complex accounting, financial, administrative, operational, economic, political, and organizational problems, evaluate alternatives, and reach sound conclusions.

- Collect, evaluate, and interpret a myriad of data, either in statistical or narrative form.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Grants Program Analyst I: One (1) year of professional financial, accounting, or grants program experience.
- Grants Program Analyst II: Three (3) years of direct professional experience preparing and administering grants, or two (2) years as a Grants Program Analyst I with the District.

Education:

- Grants Program Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, business or public administration, accounting, or a related field.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Grants Program Analyst class series are flexibly staffed; positions at the Grants Program Analyst II level are normally filled by advancement from the Grants Program Analyst I level. Progression through the Grant Program Series is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Grants Program Analyst II level.

Eastern Municipal Water District
Job Title: Grants Program Analyst I/II
Last Update: July 2024

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Financial Analyst I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____