

GRANT AND COMPLIANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position. The incumbent must maintain a current understanding and good knowledge of all Federal, State and local policies, laws and regulations pertaining to Employment and Training legislation, Federal, State and local regulations, inter-agency contracts and agreements and special fund and grant requirements for interpretation to the Department of Youth and Work Services (DYWS) professional and non-professional staff members. The work is performed under the general supervision of the Senior Contract Specialist. Supervision over others is not typical of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Interprets Federal, State and Local Employment and Training Legislation and Regulations, inter-agency contracts and agreements and grant requirements;
- Perform federally required 30 day review of applications processed by other eligibility specialist to verify application completeness, correct determination made in application is responsible and consistent; for WIOA and TANF;
- Helps to insure that each Employment and Training program component is effectively fulfilling its designed functions and responsibilities within appropriate guidelines;
- Conduct research on legal requirements, and policy trends that may impact agency operation, policies, practices and procedures;
- Assist with the coordination of audits or monitoring reviews by funders; assist with responding to requests from external auditors and program monitors; conduct internal site reviews and audits to monitor contract compliance;
- Coordinate, organize and monitor the department's internal and external reporting, records management and data collection functions;
- Monitor and ensure compliance with all contract and grant reporting requirements;
- Draft and review various agreements, including subcontract agreements, MOU's licenses and leases; prepare summaries of contractual agreements;
- Perform pre-award and or post-award activities including, but not limited to, preparing and submitting applications and reports; participate in financial review meetings;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of grant development and proposal writing;
- Good knowledge of federal, state and foundation funding sources;
- Good knowledge of personal computers and office equipment;
- Good knowledge of Microsoft Windows and Office applications
- Good knowledge of appropriation determinations and allocations;
- Ability to act as liaison with representatives of various funding sources;

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- Ability to construct and conduct a variety of training tools with regard to grant development;
- Ability to perform research;
- Ability conduct audits to maintain compliance
- Ability to compile quantitative and narrative reports;
- Mathematical ability;
- Ability to communicate effectively both orally and in writing;
- Initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Public Administration, Business, Human Services or Social Sciences and one (1) year of paid fulltime experience in a capacity involving business administration, economics, labor or industrial relations, or a position involving the interpretation of Federal, State and Local Employment and Training Legislation and Regulations; **OR**
- b) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and four (4) years of paid fulltime experience in a capacity involving business administration, economics, labor or industrial relations, or a position involving the interpretation of Federal, State and Local Employment and Training Legislation and Regulations; **OR**
- c) Any equivalent combination of training and experience defined by the limits of (a) and (b) above.