

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		
a. Supervisor						
b. Classifier						
26. Remarks						

**DOI Standard PD
PD# DL00400
Developmental Position**

Classification: Grants Management Specialist, GS-1109-07

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 provide a variety of assignments at an advanced developmental level designed to increase the skill and knowledge required to perform standard financial assistance tasks, and to assist higher-graded Grants Management Specialist. The incumbent continues training normally leading to Grants Management certification from an approved organization.

MAJOR DUTIES: 80-100%

As an advanced trainee, the incumbent performs a variety of duties designed to further training and development in the pre-award, award, post-award and close-out functions of the financial assistance program. The duties are designed to develop the incumbent in the practices, procedures, principles, policies, and techniques of the Financial Assistance Program. Performs work assignments of a developmental and/or recurring nature designed to prepare the incumbent to assume the full range of higher-level duties.

Receives training under the guidance and direction of a higher-graded grants management specialist in the administration, modification and termination of financial assistance actions and budget analysis functions. Continues to develop skill in the techniques and procedures of pre-award and post-award activities such as budget analysis on both competitive and noncompetitive agreements.

Works under the guidance and direction of a higher-graded Grants Management Specialist and with program managers in developing either grants or cooperative agreements, ensuring the appropriate legal instrument is used. For cooperative agreements ensures that the authority, public purpose, and substantial involvement requirements are met. Ensures the appropriate level of legal review is conducted.

Uses desktop computer systems and mandated automated software to create a variety of standardized documents. Employee should begin to master these systems including. Prepares correspondence and maintains data bases. May use database or spreadsheet software for standard reports. Is responsible for correct spelling and grammar, and for applying approved routing and clearance procedures. Ensures documentation prepared complies with regulation and policy, and that all required data entered is accurate. Ensures funding opportunities are posted on Grants.gov and award reporting is completed in the automated system.

Ensures financial assistance duties assigned are executed in accordance with all applicable regulations and guidelines including, but 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.

Serves as a liaison between the Bureau and recipients.

Assists in the development of program announcements and receipt of applications and proposals.

Performs other related 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 carry out recurring developmental assignments that are well preceded and well defined.

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.

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 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 2-2 125 PTS

Assignments are made with general instructions as to what is to be done, time frames, and priorities, including discussions as to problems to be anticipated. When aspects of the work are new or unusual, the supervisor specifies sources of information or precedents. The employee selects work methods to use in individual transactions within established procedures but is expected to obtain advice from the supervisor or senior specialist on unanticipated problems. The supervisor or a higher graded grants management specialist monitors the work in progress and reviews the recommendations made by the employee to ensure that adequate analysis has been made and that recommendations are supported by sound judgment and adequate justification.

FACTOR 3 – GUIDELINES**FL 3-2 125 PTS**

Guidelines include laws, rules, policies, procedures, and methods governing the administration of Federal grants, cooperative agreements, and awards. The incumbent uses judgment in identifying and selecting the most appropriate guideline and consults with a higher-graded specialist when existing guidelines are not directly applicable.

FACTOR 4 – COMPLEXITY**FL 4-3 150 PTS**

Work 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 under the guidance and direction of a higher-graded Grants Management Specialist and 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 5-2 75 PTS**

The purpose of the work is to perform routine financial assistance functions. Examples include review of clearly defined or well-established requirements, evaluation of applications, proper preparation of proposals, inclusion of special provision clauses, and other supporting documentation such as updating and maintaining automated systems. The work supports the unit operation and contributes to the timely and economical accomplishment of area/office objectives and/or multiple area objectives, and/or the work of higher graded specialists.

FACTOR 6 - PERSONAL CONTACTS**FL 6-2 25 PTS**

Contacts are with customers, Federal and non-federal agencies, higher graded grants management specialists, technical representatives of non-profits, educational institutions and state and local governments who either desire or have been awarded financial assistance agreements with the Bureau. Contacts normally occur in a moderately structured setting, with the contacts established on a routine basis.

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, answering questions and providing assistance as a liaison with the awardee organization. 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.

TOTAL POINTS: 1510 = GS-07

TOTAL POINT RANGE FOR GS-07: 1355-1600