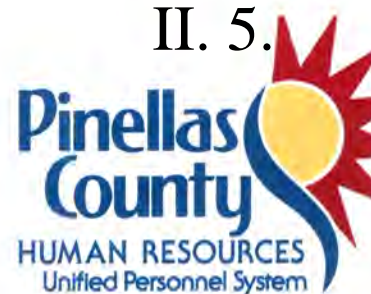


UNIFIED PERSONNEL SYSTEM

Annex Building 4th Floor
 400 S. Fort Harrison Ave.
 Clearwater, Florida 33756
 Phone: (727) 464-3367
 FAX: (727) 464-3949
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 Website: www.pinellascounty.org



Peggy Rowe
 Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources *PR*

DISTRIBUTION: Mark Woodard, Assistant County Administrator
 Paul Cozzie, Bureau Director, Parks & Conservation Resources

SUBJECT: Audit of One (1) Encumbered Grants Specialist Position BCC/C366 (pay grade CL17, \$43,826-\$69,597) in the Parks & Conservation Resources Department

DATE: **May 25, 2012**

As requested, the Human Resources Department has reviewed the duties and responsibilities assigned the subject position. It is our finding that the duties and responsibilities assigned are appropriate and consistent with the current classification.

ANALYSIS:

The duties and responsibilities of this position require responsible analytical work coordinating, reviewing, writing, and maintaining federal and state grant programs for the Parks & Conservation Resources (PCR) Department. This position provides independent judgment in the research, preparation, and overall execution of grants within the PCR department. This position is responsible for multi-project departmental grant management, including grant research, grant writing, preparation of contracts, and the monitoring of finances for the various PCR grants. The duties and responsibilities, scope, consequence of error, and the level of work required of this position is consistent with market analysis of like positions and program management positions such as Animal Services Program Coordinator, Contract Administration Coordinator, Education Coordinator, Project Management Specialist, and Solid Waste Program Coordinator within the Unified Personnel System at the CL17 pay grade.

I agree with the recommendation in this report. There is no fiscal impact.

Robert S. LaSala
 Robert S. LaSala, County Administrator

5/29/12
 Date

PR/JV/gjc
 Doc Id: bcc366 grants spec



GRANTS SPECIALIST

Job Code	Pay Grade
01478	CL17

Nature of Work

This is responsible analytical work writing, maintaining, reviewing and coordinating federal and state grant programs and contract administration and other assigned special projects. Employees in this class exercise independent judgment researching, evaluating information, initiating action and preparing grants within the framework of professional grant writing techniques and existing laws, rules and regulations. Under general direction, the employee facilitates development, review and editing of grant proposals; conducts basic research for potential funding sources; interacts with administration and outside agencies in developing proposals for Pinellas County. In addition, employees within this class coordinate and facilitate communication efforts by assisting in the development of publications and performing public relations.

Minimum Qualification Requirements

- 6 years professional experience grant writing, contract negotiation and/or monitoring of various federal or state funding sources; or
- Associate's degree in finance, accounting, business, public administration, or a related field and 4 years professional experience as described above; or
- Bachelor's degree in finance, accounting, business, public administration, or a related field and 2 years professional experience as described above; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assists with coordination of special projects that may range from program planning, budget preparation, research, and public relations.
- Prepares applications for grant funding and maintains grant funding resource materials and publications.
- Evaluates and monitors projects and contracts for federal, state and county programs.
- Liaison for various county organizations concerning federal, state and local funding opportunities.
- Monitors grant compliance; prepares periodic reports on fiscal status of grants and other resource programs.
- Writes grant applications according to format required, and submits application to department director; discusses program requirements and sources of funding available with director and/or departmental Finance Manager.
- Meets with representatives of funding source(s) to work out final details of proposal.
- Coordinates evaluation and monitoring of grant-funded programs.
- Maintains master files on grants.
- Monitors paperwork connected with grant-funded programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of federal and state grant programs and the fiscal procedure required in this specialized area.
- Skill in written, research and verbal communication skills.

GRANTS SPECIALIST (continued)

Job Code	Pay Grade
01478	CL17

Knowledge, Skills, and Abilities (continued)

- Ability to establish and maintain effective working relationships with other federal, state and county operational units.
- Ability to operate a personal computer and related word processing, spreadsheet and database programs.
- Ability to maintain detailed records, develop presentations of composite data and perform comparative analysis of fiscal and operational performance data.

For official use only

Revised	EEOC Code	Overtime Code
6/12	Technicians	Classified