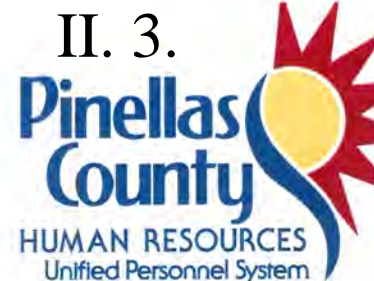


**UNIFIED PERSONNEL SYSTEM**

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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, Park & Conservation Resources

SUBJECT: Follow-up on Appeal of One (1) Encumbered Grants Specialist Position
 BC/C366 (pay grade CL17, \$43,826-\$69,567) in the Parks & Conservation
 Resources Department

DATE: **July 20, 2012**

BACKGROUND

The subject position was audited in May of 2012. As a result of that study, Human Resources concluded that the position was correctly classified and no changes were recommended. At the request of the incumbent employee, a subsequent appeal meeting was conducted between the employee, and Human Resources staff. This report is a follow-up to that meeting.

RECOMMENDATION

It is our finding that the duties and responsibilities being assigned to the subject position are above the level of the current classification. Therefore, it is recommended that you either:

- a) Assign duties and responsibilities at the level of the current classification,
- or,
- b) Request the Personnel Board reclassify the position as shown below without benefit of examination and serve a probationary period as is outlined in Personnel Rule VI.

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BC/C366	Grants Specialist	CL17	Grants Specialist, Senior	CL20

I agree with recommendation b) in this report. Funds are available for implementation.

Robert S. LaSala

Robert S. LaSala, County Administrator

7/24/12

Date

ANALYSIS

Information presented during the appeal meeting, and verified by management indicated that the employee in the above position is responsible for a large amount of grants project coordination and management. The position is responsible for grants project implementation, the development of contract specifications for purchase of a variety of services and products, and regulatory compliance monitoring and reporting. The position also provides grants contract administration as well as developing and executing Memorandum of Understanding and Inter-local Agreement documents for the State of Florida. This position provides consultation services as part of grant funding requests for specific grant projects, representing the county, Board of County Commission, and County Administration at multiple presentations to state, county, and local boards, foundations, municipalities, and community events. This position provides budget preparation and financial audits for grant compliance and grant acquisition. Based on the scope, complexity, consequence of error and comparison internally of like positions working in an advanced professional level program management capacity, it is recommended that the position be reclassified to Grants Specialist, Senior at pay grade CL20 (\$50,731-\$82,014).

GRANTS SPECIALIST, SENIOR

Job Code	Pay Grade
01479	CL20

Nature of Work

This is responsible advanced professional work writing, maintaining, reviewing and coordinating federal and state grant programs and contract administration and other assigned special projects. Employees in this class work at a high performance level with minimum supervision and exercise a high degree of independent judgment in resolving problems. Work includes researching, evaluating information, initiating action and preparing grants within the framework of professional grant writing techniques and existing laws, rules and regulations. An employee in this class facilitates development, review and editing of grant proposals; conducts extensive 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 in the development of publications and performing public relations.

Minimum Qualification Requirements

- 9 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 7 years professional experience as described above; or
- Bachelor's degree in finance, accounting, business, public administration, or a related field and 5 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.)

- Coordinates special grants projects that may range from program planning, budget preparation, research, and public relations.
- Interprets federal, state, and county regulations and guidelines on programmatic and administrative matters pertaining to grant programs.
- Prepares all documents for grant funding and maintains grant funding resource materials and publications.
- Coordinates and implements project management of various environmental activities within the department.
- Monitors environmental site inspections, prepares reports, and submits to permitting agencies for review and acceptance in alignment with various grant projects.
- Evaluates and monitors projects and contracts for federal, state and county programs.
- Develops and maintains contract specifications for purchase of a wide variety of grant services.
- Establishes and maintains systems for contract monitoring, bid specification review, grant preparation, and contract writing pertaining to grants.
- Prepares and submits various grant award applications.
- 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.
- Reviews and edits various grants construction plans.
- 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.

GRANTS SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
01479	CL20

Illustrative Tasks (continued)

- 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.
- Knowledge of the principles, practices and methods of grant acquisitions including advanced knowledge in environmental management.
- Knowledge of national, state, and local grant acquisition related laws, rules, ordinances, codes, and regulations.
- Skill in written, research and verbal communication skills.
- Ability to plan and execute a complex grant management program related to the specialized area of assignment.
- 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

Created	EEOC Code	Overtime Code
8/12	Professionals	Classified