

DESCRIPTION: Under administrative direction, monitors, educates and provides technical assistance to state agencies about internal control process and federal grant administration processes and procedures for federally funded projects in state agencies. Incumbents are supervised by the State Accounting Division and/or State Budget Office; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Federal Aid Compliance Specialist class perform duties on behalf of Administrative Services and the scope of job duties will encompass multiple state agencies. Incumbents interact with federal agency and sub-grantee representatives to ensure agencies comply with a large variety of federal grants which may have different guidelines. Positions classified to the Federal Aid Administrator I, II or III classes are assigned grant administration duties within a single state agency. The complexity, impact, size and scope of grants and the work assigned determines which level the position is classified to.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Educates and trains state agency personnel on appropriate grant administration (internal and external data collection) and reviews that agency's internal control procedures are in place; monitors internal control practices.

Plans audit procedures; reviews grant budgets, expenditures, related data and paperwork to ensure the efficient and appropriate use of funds; ensures that no fraud, waste, or abuse occurs, directs agencies to make appropriate fiscal corrections or changes. Monitors administration of federal grant funds to ensure rules and regulations are complied with.

Participates in site reviews to examine compliance with appropriate statutes, rules, and regulations.

Educates and trains state agency personnel on federal grant reporting guidelines; monitors reporting processes and corrections to such reports. Provides technical assistance to agency staff by reviewing financial support documents to ensure guidelines and deadlines are met.

Prepares reports and compiles data as requested by Administrative Services management to monitor grants and to examine compliance with appropriate statutes, rules, and regulations. Documents and reports suspected fraud, waste, or abuse to appropriate personnel.

Reviews statutes, rules, regulations and grant guidelines associated with federal grant awards to determine their application to fiscal and grants management practices.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: state and federal statutes and legislation regarding aid administration; agency and state fiscal policies, rules, and regulations; the State Accounting System.

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Ability to: analyze financial transactions; work independently with little supervision; work effectively with staff in other Administrative Services divisions, state agencies, federal agencies and complete accurate reports.

Skill in: quantitative and analytical review; planning and organizing.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: grants and contracts processing and monitoring; accounting and auditing principles, practices, methods, and procedures; budgeting procedures; computer capabilities and applications.

Ability to: work independently and under pressure to meet deadlines.

Skill in: decision-making; effective communication.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience:)

Any combination of training and/or work experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is a Bachelor's degree in public administration, business administration, accounting, finance, or field related to agency/grant function plus four years of experience in budgeting, accounting, grant administration with local, state, or federal government. A combination of education and experience equivalent to these guidelines may be substituted on a year for year basis.

SPECIAL NOTE:

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.