

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentages of time duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

% of Time	N/R	Duties
		This position is responsible for resolving compliance issues, providing training and assistance to external customers and the day-to-day administration of multiple programs funded by separate grant sources.
20		Establishes program guidelines based on statute, administrative rules, and best practices. Uses in-depth knowledge of federal, state, and local regulations to administer criminal justice grants funded through the Edward Byrne Memorial Justice Assistance Grants as well as statewide drug court program funded by state General Evaluates and recommends grant program priorities and strategies to achieve state goals and meet funding requirements. Provides input on program priorities and direction. Monitors federal financial principles and processes to maintain current information on available federal funding. Guides agency staff or members of other organizations in methods of developing applications for grant assistance. Researches and identifies program-related grant funding; develops grant applications and proposals. Manages grant selection process and interprets selection criteria.
15		Reviews and analyzes the impact of proposed federal or state legislation on existing programs. Develops, coordinates, and recommends program changes in response to such legislation. Such changes may include: changes to policy and procedures; amending interagency agreements/grant language; and altering existing goals, objectives, and performance measures to meet regulatory requirements. Tracks related legislative bills, testifies to committees on effects of proposed legislation; responds in writing and in person to legislative requests for information and reports on program progress. Develops new strategies for program funding. Prepares progress reports and annual reports required by Federal grant guidelines. Responds to inquiries from the public, other state agencies, policy boards, grantees, applicants and legislative membership.
15		Develops Requests for Proposals (RFP) for competitive and non-competitive solicitations for grant funding by providing data, analysis, and program information. Ensures applications are responsive to the RFP, meet minimum qualifications, and are eligible for funding. Reviews grant applications from state, county, city, local government entities and non-profit agencies. Responsible for selection of review panel and criteria for evaluation of applications. Recommends initial funding recommendations to the Criminal Justice Commission. Negotiates grant agreement and amendments throughout the lifecycle of the grant and works with funded programs to ensure successful program implementation.
25		Evaluates program outcomes and operations through review of quarterly progress and fiscal reports to ensure programs are implemented as planned and are progressing towards their stated outcomes. Ensures required reports are received on time and address stated goals, objectives, and performance measures and reviews and evaluates reports to assess program effectiveness. Evaluates agency agreements for compliance or for ways to improve program service delivery. Conducts on-site program reviews, alone or as part of a team, with recipients to: identify and resolve problems; ensure appropriate and timely correction of program administration issues; and, ensure conformance with designated standards. Works with grantees to implement proposed changes or modify program components. Approve requests for reimbursement

payments and resolve payment problems on quarterly basis. Prepares and submits monitoring reports to the Director, policy boards, and appropriate Federal agencies. Serves on committees or boards and/or networks with other state agencies to stay current in field of work and collaborate on initiatives. Inputs and tracks program information through shared grant management database.

10 Directs program evaluation process with contractors to ensure grantees establish evaluations that ensure their effectiveness.

15 Communicates with grantees to explain grant guidelines. Develops and provides program training and technical assistance to grantees and potential applicants as required: developing program goals, objectives, and performance measures; program standards, and reporting requirements; and, clarifying requirements for continuance of funding. Attends training/conferences to ensure proficiency in field. Develop and maintain relationships with members from local agencies, community organizations and various program stakeholders. Develop communication plans designed to maintain positive relationships with the public, program stakeholders, other agencies and related service programs. Solve problems and issues by coordinating actions across organizational lines. Represent the state on local and national work groups related to the program.

Works directly without outside software vendor on the design, enhancement and maintenance of custom Online Grants Management System. Provides daily technical assistance to grantees and applicants on how to use the system.

As directed by Grants Manager, contribute to writing of Federal Grant submissions throughout the year.

Works collaboratively with outside entities/organizations/individuals on innovative initiatives related to CJC grant programming.

As directed from Executive Director provide grant program information (funding, evaluation, etc) for inquiries from press, legislators, etc.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any that are a regular part of this job. Include frequency of exposure to these conditions.

General Office Environment. Occasionally required to work overtime and travel overnight in and out-of-state.

SECTION 5. GUIDELINES

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

Federal program guidelines, laws rules and regulations
Office of the Comptroller "Financial and Administrative Guide for Grants"
Anti-Drug Abuse Act of 1988, including all revisions
Violent Crime Control Act of 1994
Oregon Revised Statutes
Oregon Administrative Rules
The Oregon Benchmark Performance Report
Federal Register, Department of Justice, Office of Justice Programs; Interim Final Rule

b. How are these guidelines used to perform the job?

Source documents for policies, procedures and regulations to be interpreted and integrated into Criminal Justice Commission operations and monitor compliance with the laws and regulations of program compliance.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come in contact?

<u>Who contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Federal Officials	Phone/Person/Written	Clarify federal requirements	as needed
State Agency Officials	Phone/Person/Written	Explain programs	daily
Program Directors	Phone/Person/Written	Monitoring/Technical Assistance	Daily
Local Officials	Phone/Person/Written	Explain Programs	Daily
General Public	Phone/Person/Written	Explain Programs	Daily

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Decisions include whether to recommend funding for a program; whether a program is meeting its goals, objectives, and performance measures and is effective; whether to allow Program or Budget Amendments during the lifecycle of the grant and whether expenditures are consistent with program purpose. Improper decisions may waste precious funds for reducing drug abuse and violent crime, cause audit exceptions, and impact Oregon's eligibility for federal funds in the future.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? How? How often? Purpose of the review?

The Grants Manager, reviews work and provides guidance through observation, staff meetings, assigned reports and projects, and performance appraisal.

SECTION 9. SUPERVISORY DUTIES

To be completed only for positions in management service

- a. How many employees are directly supervised by this position? 0
Through Subordinate Supervisors? 0
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SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position:

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

This position requires the ability to analyze documents, negotiates contracts and agreements, write clearly, set measurable outcome-based objectives, and measure program effectiveness. It requires knowledge of the state and criminal justice system, and institution based treatment programs, understanding of substance abuse treatment modalities, correctional populations, relapse prevention and recovery issues, and community service needs during the offenders' transition back into the

community. It requires a moderate to high level of budget compliance and federal grants financial knowledge. Requires experience with online grants management systems.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

This position does not have the authority to commit agency funds.

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. See instructions for detail to be included on the chart.

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date