



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
November 2023

Agency: Department of Administrative Services

Division: Budget and Management Division

New Revised

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	b. Classification No:			
c. Effective Date:	January 1, 2024			
e. Working Title:	Grant Coordinator			
g. Section Title:				
i. Employee Name:	Vacant			
k. Work Location (City – County):	Salem - Marion			
l. Supervisor Name (Optional):	Renee Klein			
m. Position:	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time	<input type="checkbox"/> Limited Duration <input type="checkbox"/> Intermittent	<input type="checkbox"/> Academic Year <input type="checkbox"/> Job Share
n. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

The Office of the Chief Financial Officer (CFO) is responsible for enterprise-wide fiscal planning and policy leadership. The CFO provides guidance, training and direction to ensure fiscal integrity and consistency across executive branch state agencies. The CFO develops the Governor's budget and guides execution of the legislatively approved State budget to conform to Governor's policies, state laws, and legislative appropriations. The Office routinely represents the Governor with other elected

officials, political subdivisions, and other states. Specific policy sections within the CFO include Budget and Management, Statewide Accounting and Reporting (SARS), Statewide Audit and Budget Reporting (SABRS), and Capital Finance and Planning (CFPS).

Per Legislative direction, DAS, through the CFO, provides a number of General Fund grants to specific entities. The grants are approved in a Legislative Session or through Emergency Board action, the amounts vary from under \$100,000 to millions, and cover various purposes.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

This position is responsible for administering grant programs run through the CFO. This includes getting grant agreements drafted and through legal sufficiency review, working through specific concerns on the terms and conditions of the agreement with the grantee, DAS, and Department of Justice, releasing funding, tracking progress reports, reviewing reports are complete and meet requirements outlined in agreement, and providing updates to both the Executive and Legislative Branch. In addition to direct General Fund grants this position will also be responsible for creation of grant programs as directed in statute. This work would include developing program rules, application process, developing selection criteria and working with applicants prior to development of agreements.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
35%	N	E	<p>Competitive Grant Program Development</p> <ul style="list-style-type: none">During the Legislative Session monitor bills for the inclusion of grant programs in legislation and review hearings and related documentation to gain understanding of intent of program.Establish program for competitive grants that have been legislatively approved, including development of grant program procedures, managing the grant program through development of criteria and an application process, as well as monitoring compliance with grant terms. This work may include working closely with other agencies identified in the legislation. Conduct outreach as needed to ensure potential applicants are aware of the opportunity.Develop criteria for selection of grant recipients and coordinate review process with selection team. Work with applicants during submittal period, review applications for completeness, develop criteria for selection of grant recipients and coordinate review process with selection team. Respond to inquiries from applicants throughout process.Notify applicants of selection and provide information on next steps (grant agreement, payment, reporting, etc.).

35%	N	E	<p>Grant Distribution and Tracking</p> <ul style="list-style-type: none"> • Responsible for maintaining and monitoring DAS General Fund grant process for legislatively approved grant awards. This includes awards to directly identified recipients, as well as awards for the competitive grant programs. • Prepare draft grant agreements for Department of Justice review and approval. Evaluate legislative grant awards to determine elements needed in agreements. Coordinate and participate with DAS and DOJ in finalizing grantee agreements to ensure legal sufficiency. • Review funding requests to ensure compliance with grant agreement, work with grantee on any outstanding issues, recommend approval of disbursement to management. Once approved coordinate distribution of funds with Accounting. Notify grantees of award and ensure grant agreements are signed by all parties. Monitor grantee contracts and coordinate payments. • Create and maintain tracking mechanisms of the various grant program information, including awards, amounts, submission of reports, and requests for disbursements. Monitor grantee reporting requirements and solicit information, as appropriate. • Evaluate reporting outcomes to determine if grantees are meeting agreement expectations. Evaluate internal service delivery of grants and recommend program improvements. • Write and submit summaries of grant outcomes, as reported, for submission to the Legislative Fiscal Office (LFO) or upon legislative requests.
20%	N	E	<p>Budget Development and Interim Process Support</p> <ul style="list-style-type: none"> • Assist in the production of the Governor's Budget, working closely with CFO leadership, CFO Analysts, Statewide Audit and Budget Reporting Section, LFO, and contacts from Legislative Counsel Office. • Work closely with Process Coordinator in all budget development processes and on interim processes (Interim Committees and Emergency Board meetings). • Document and record issues that may arise during production of the budget and make suggestions regarding process improvement.
10%	N	E	<p>Other Duties as Assigned</p> <ul style="list-style-type: none"> • Provide support and assistance to CFO leadership on identified projects. • Back up office support staff as needed. • Other duties as assigned.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available each week during established work hours, as determined by the business need.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

SECTION 5. GUIDELINES

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

Oregon statutes; chapter laws; budget and state finance administrative rules; federal laws and rules; gubernatorial policies; legislative procedures; budget reports; and personnel, contracting, property rules and procedures. Other guidelines for special purposes depending on the issue.

b. How are these guidelines used?

The position coordinates and supervises various operations that are the end-points in the division's major activities. The incumbent is often the final procedural reviewer for significant products of statewide importance.

SECTION 6. WORK CONTACTS

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

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Department Director & Executive staff	Phone, written, & in person	Daily business management and special project coordination	Continual
Legislative Fiscal Office / state agencies / Legislative Counsel / Legislators	Phone, in person, written	Coordinate legislative actions or processes	Daily during legislative session, otherwise frequently

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Major decisions made by this position relate to managing the CFO's staff and resources to ensure timelines are met and a quality product is provided to all customers; managing development and execution of the division's budget; and daily operations of the division. Many decisions relate to internal operations and affect the entire division and have a great effect on efficiency and morale. Decisions must be made with a "customer service" attitude. Decisions must be made quickly and actions must be accurate. Providing inaccurate information about a process or deadline results in additional workload for the division, Director's Office, and potentially the Governor's Office, and hurts the division's credibility. Incorrect decisions setting division and Director's Office priorities could cause major deadlines to be missed. Inaccurate public documents, or information generated for public documents, could cause embarrassment for the governor or Legislative Assembly.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Business	0014005	Formal & Informal	As required	

Operations Admin 2		conversations and written communications		
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? _____ 0 _____

How many employees are supervised through a subordinate supervisor? _____ 0 _____

b. Which of the following activities does this position do?

<input type="checkbox"/> Plan work	<input type="checkbox"/> Coordinates schedules
<input type="checkbox"/> Assigns work	<input type="checkbox"/> Hires and discharges
<input type="checkbox"/> Approves work	<input type="checkbox"/> Recommends hiring
<input type="checkbox"/> Responds to grievances	<input type="checkbox"/> Gives input for performance evaluations
<input type="checkbox"/> Disciplines and rewards	<input type="checkbox"/> Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Employee is required to possess and maintain a valid, unrestricted, Oregon Drivers License or to provide an acceptable alternate mode of transportation.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
Budget and Management	Up to \$10,000	Other Funds

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date