



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Fiscal Grants - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Fiscal Analyst	Job Profile ID:	1243
Business Title:	Fiscal Analyst (Unfilled)	Position ID:	000000134320
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1385824
Location:	Salem ODE Public Service Building		
Supervisor:	Noelle Gangle (Grants, Loans, and Programs Manager 2)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

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

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

This position is in the Oregon Department of Education, Fiscal Grants Team (FGT) of the Office of Finance. The FGT provides the accounting and fiscal grant services for the agency, including the School for the Deaf and Youth Development Division. The revenue and expenditure streams are complex and include the General Fund, lottery funds, federal funds, and other revenues for dedicated purposes. The FGT serves all levels of the agency's operations and provides controls for the distribution of funds to local education

agencies, individuals, and a number of other state agencies and service providers statewide.

Section 2b. 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:

Provide support to the lesser-complicated grant programs at ODE. This position coordinates with program offices on the status of grants, and to produce reports on overall effectiveness of grants, including amounts made available, amounts expended, and overall impacts achieved, and to support the OMG Uniform Guidance audit reviews. This report is a joint effort between the grants team and program office and requires effective customer service and communication skills. This position is a key partner in providing technical assistance and consultation to ensure the following of applicable state and federal rules.

SECTION 3. JOB DESCRIPTION

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.

60% - N E - Fiscal Grants Analyst

- Implement federal and state fiscal rules and regulations.
- Execute department fiscal grant plans and policies.
- Provide recommendations to promote grant compliance.
- Participate in internal and external reporting and audit requirements with state and federal auditors.
- Support annual compliance of subrecipient audits of "Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards in accordance with Subpart F – Audit Requirements (2 CFR Part 200)
- Comply with established accounting procedures.
- Meet with ODE managers and grant managers to discuss grant progress.
- For program staff and managers, prepare grant budget to actual reports for analysis and discussion.
- Prepare historical actuals and key information on federal awards, numerically and in narrative form.
- Create the financial master grant file. This may include the grant award, spending plans, profile setups, and guidance from federal and state partners.
- Gain an understanding of assigned grants and attend training as needed as to be a resource to ODE managers and staff.
- Monitor anomalies with grant expenditures or revenues.
- Make recommendations for corrections or adjustments to grant costs.
- Compile and analyze project, grant, and financial data.
- Perform reconciliations between the Grants Management System and the accounting system (SFMA).
- Collaborate with Accounting to complete refunds.
- Prepare journal voucher entries and forms in SFMA and the Grants Management System.
- Create spend plans, grant profiles, and cost centers to track grant progress.
- Close grants at the end of the biennium, fiscal year and grant close.

35% - N E - Information Tracking, Analysis, and Reporting

- For program staff and managers, support the preparation of grant reports for analysis and discussion.
- Gain an understanding of assigned grants and attend training as needed to be a resource to ODE managers and staff.
- Support preparation of complex grant information and analysis for presentation to ODE managers to support ongoing grant fund use and reporting.
- Monitor anomalies with grant expenditures or revenues including solution support in adherence with federal and state fiscal rules and regulations.

- Compile and analyze project, grant, and financial data to support ongoing grant fund use, reporting while remaining in compliance with federal and state fiscal rules and regulations.
- Support the monitoring of financial calculations and reports to support ongoing grant fund use and reporting in compliance with federal and state fiscal rules and regulations.
- Perform reconciliations between the Grants Management System and the accounting system (SFMA).
- Collaborate with Accounting Technicians to complete refunds back to the overall grant award when necessary and appropriate.
- Prepare balance transfer entries and forms in SFMA and the Grants Management System.
- Create spend plans, grant profiles, and cost centers to track grant progress in compliance with federal and state fiscal rules and regulations.
- Close grants at the end of the biennium, fiscal year and grant close.

5% NC NE - Other Duties as Assigned

- Perform other duties as assigned by team lead or FGT Director.

On-going - NC E - Customer Service

- Perform position duties in a manner, which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.
- Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work related associations.
- Develop strong working relationships with program managers by working collaboratively to resolve problems or issues in an effort to strengthen work performance.
- Contribute to a positive, respectful and productive work atmosphere.
- Foster and promote the importance and value of a diverse, discrimination and harassment free workplace.
- Identify potential problems and recommend solutions to supervisor.
- Ensure work is performed accurately, completely and timely.

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.

Working Environment:

- Mobility: frequent use of keyboard; frequent sitting for long periods; occasional bending or squatting.
- Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise and interruptions.

General office environment. Occasional/Frequent in-state travel may be necessary and require sitting/driving for extended periods of time. This position works a professional work week, Monday through Friday. Some evening and/or weekend work may be required. Workload and priorities fluctuate and can involve highly complex, sensitive, and/or political issues. Highly visible and shifting environment; expect constant interruptions and changing priorities to meet service needs.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements. The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

SECTION 5. GUIDELINES

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

- State Laws
- Federal Laws and Regulations
- State Administrative Rules
- Department of Administrative Services, administrative rules and budget guidelines
- ODE Administrative Policies and Procedures
- Statewide Financial Management System (SFMS) operating manuals and procedure guidelines
- Oregon Accounting Manual (OAM)

How are these guidelines used?

- State laws - to determine budget implications of legislature, recent or long-standing.
- Federal laws and regulations - application to financial reporting, appropriateness of fund commitments and budget implications.
- State Administrative Rules - applied to operating expenditures, budget preparation and financial analysis.
- DAS rules and budget guidelines - applied to assure appropriateness of PICS and ORBITS execution.
- ODE Administrative Policies and Procedures – applied to tasks assigned and performance as a supervisor.
- SFMS Operating Manuals and Procedures Guidelines - to develop Department operating procedures, training, and implementation strategies.
- Oregon Accounting Manual - application to appropriateness of grant expenditures and to ensure GAAP is followed.

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	How	Purpose	How Often?
Agency Program Managers and Grant Staff	In Person, by mail, email or telephone	Grant questions, analysis, and guidelines	Daily
Budget staff or other state and local agencies	In Person, by mail, email or telephone	Coordinate inter-agency fiscal issues	Weekly
Federal Agency Fiscal Staff	In Person, by mail, email or telephone	Federal fiscal reporting	As Needed
Subgrantee staff	In Person, by mail, email or telephone	Consultation and guidance on system requirements; trainings and presentations	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Applies accounting policy to monitor grant progress for fiscal analyses. Choices and decisions applied for fiscal analyses affect accuracy of agency budget, audit compliance and grant budget. Incorrect or inaccurate analyses could have an impact on the success of grant operation.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Grants, Loans, and Programs Manager 2	0000.049	In Person, by mail, email or telephone	As Needed	For overall results. This position is expected to function relatively independent with minimal supervision.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

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

Required Knowledge of:

- GAAP, FASB, and GASB principles.
- Federal, state, and local financial regulations, rules, and guidelines as it relates to public agencies.
- Grant development and management principles.
- Leadership practices, conflict resolution, and mentoring principles.
- Accounting, finance, and budgeting/forecasting processes as it relates to public agencies.
- Database operation.
- General business, finance, accounting, and governmental funding principles.

Required Ability to:

- Effectively develop and manage grants.
- Establish effective working relationships.
- Deal with difficult people and situations.
- Develop reports and analyses using database and other tools.
- Communicate effectively, both orally and in writing.
- Organize information clearly and precisely.
- Coordinate and work with other departments and stakeholders.
- Coordinate the timing of projects.
- Work under time constraints due to cyclical nature of duties and responsibilities.
- Think critically and solve problems.

This position has been designated as sensitive in that the incumbent in this position has access to information, the disclosure of which is prohibited by state or federal laws, rules or regulations, or information that is defined as confidential under state or federal laws, rules or regulations; or, has payroll functions or responsibility for receiving, receipting, or depositing money or negotiable instruments, for billing, collections, or other financial transactions; or has mailroom duties as a primary duty or job function; or has responsibility for auditing the department; or has access to social security numbers, dates of birth or criminal background information of employees or members of the public; or has access to tax or financial information about individuals or business entities.

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

