

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Grant and Loan Specialist I

Class Code: 11431

Pay Grade: GJ

A. Purpose:

The Grant and Loan Specialist I manages grants, loans, and related funding activities by determining eligibility of applicants; and monitoring compliance with applicable laws and rules, and accounting and reporting systems.

B. Distinguishing Feature:

The Grant and Loan Specialist I implements and enforces program policies and develops and implements procedures to manage grants, loans, and other operational functions.

The Grant and Loan Specialist II establishes and maintains a central system of policies and controls from which department programs are developed and evaluated; advises department managers in the areas of program and financial policy development; and is the person in charge regarding final interpretation of policies and guidelines relating to grant and loan activities.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Writes grant applications; and administers, coordinates, and monitors grant and sub-grant activities to ensure consistent, sufficient, and equitable allocation of funding for programs and projects.
 - a. Coordinates and compiles information and completes grant applications.
 - b. Provides direction to participants in compiling funding information necessary for project development.
 - c. Monitors progress of project development and costs to ensure sufficiency of allocated funding, and amends grants to accommodate changes from original plans.
 - d. Creates supportive narratives, and secures environmental and regulatory clearances for projects.
 - e. Interprets grant requirements for those who implement grant activities.
 - f. Monitors fund accounts, and recommends spending actions based on fund balances.
 - g. Secures information and documentation necessary to complete and write required grant reports.
 - h. Oversees and coordinates resolution of compliance issues, and oversees third-party agreements with other agencies, governments, and organizations.
 - i. Assists in coordinating reports and documentation for grant renewals.
2. Assists in managing loan programs by implementing operating policies for carrying out program activities, and providing technical assistance to program users to ensure compliance with program objectives.
 - a. Interprets applicable laws and rules to program participants to ensure understanding and compliance with requirements.
 - b. Reviews loan applications, analyzes and reports on financial capacities and feasibility of debt repayment, and recommends approval.

- c. Manages loan portfolios by coordinating document reviews, explaining applicable regulations and eligibility criteria, determining amortization schedules, preparing applicable loan documentation, and collecting fees.
 - d. Communicates information about loans and repayments among all parties involved including supervisors, bond counsels, trustees, lenders, underwriters, staff in other state and federal agencies, borrowers, etc.
 - e. Reviews state and federal rules and regulations and program cash flows to analyze their effects on loan programs, and provides analyses to supervisor.
 - f. Maintains a tracking system for loan programs.
 - g. Prepares required reports on loan programs including program and loan narratives, and coordinates review and distribution of reports.
3. Performs administrative functions to support program maintenance and development.
- a. Reviews state and federal rules and cash flows to analyze effects on the program.
 - b. Represents the department at program-related meetings and explains programs and criteria for funding.
 - c. Prepares reports including narratives for overall program activities, and individual loans and grants; and coordinates timely distribution.
 - d. Acts as the department's contact for development of regulatory boards' agendas.
 - e. Conducts research to identify funding sources and grant opportunities.
4. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Director or Program Administrator. Does not supervise.

E. Challenges and Problems:

Challenged to facilitate work among multiple agencies and individuals to permit smooth flow of funding. This is challenging because there are many complicated projects at one time; and many federal and state laws, regulations, and executive orders that affect the procedures involved. Further challenged to interpret funding sources and procedures to those involved and ensure they understand and comply. This is difficult because of the multitude of guidelines which may be applied in different combinations for different situations.

Problems include expediting federal approval processes, amending approved grants and remaining compliant, tracking many projects at one time, maintaining compliance with program laws and rules that are continuously changing, obtaining necessary documentation in a timely manner, resolving compliance issues with program users, and dealing with those ineligible to participate in program activities.

F. Decision-making Authority:

Decisions include recommendations for loan and grant approval, when to seek legal advice regarding program rules, when to communicate program issues to participants, whether projects meet eligibility requirements, corrective actions on compliance issues, policy interpretations, whether program users are in compliance, whether quality of service is meeting standards, schedule of on-site reviews, grant and loan application timelines, and recommendations for program changes.

Decisions referred include final approval of grant and loan applications; whether or not to pursue grants which require matching funds; whether additional security is needed for loan repayment;

approval of program and policy changes; final approval of grant modifications; action to be taken if borrower or program needs do not conform to regulations.

G. Contact with Others:

Daily contact with program users and field staff to interpret policies, answers questions, and monitor problem areas; with other department staff to exchange information and discuss problems; and with the general public to provide program information and resolve complaints; monthly with local government agencies to represent the department and provide information and advice; with federal agencies regarding funding decisions; and with department boards to present issues for resolution; and frequent contact with professionals in the field to exchange information, provide technical assistance, and coordinate services.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- public administration as it relates to program activities assigned;
- principles and theories of the program purpose, and the practices and procedures of implementation;
- demographics of communities and groups receiving services;
- methods, procedures, and purposes of financial analysis.

Ability to:

- interpret and comprehend applicable statutes, rules, and policies;
- gather, interpret, report, and use information concerning assigned activities;
- assess program effectiveness and recommend changes or alternatives;
- train and provide guidance to staff and service users;
- develop grant proposals, preliminary budget requests, and reports;
- establish and maintain effective working relationships with staff and the public;
- communicate information concisely and effectively.