

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Grant and Loan Specialist II

Class Code: 11432

Pay Grade: GK

A. Purpose:

The Grant and Loan Specialist II administers grant, loan, or lease programs by developing and enforcing guidelines for program development, evaluating new or enhanced programs for compliance with rules and the mission of the agency, and providing information and recommendations regarding project development and financial policy to department managers to ensure maximum use of available funds.

B. Distinguishing Feature:

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.

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

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. Oversees a grant system of federal and state funds to provide funding for projects statewide.
 - a. Researches and recommends to department managers funding approaches to maximize use of available federal funds and minimize impact on state financial resources.
 - b. Prepares annual federal grant revenue projections to assist in preparation of the annual budget.
 - c. Establishes and enforces requirements and policies for documentation, accounting, and reporting that comply with applicable federal and state regulations and department policies.
 - d. Interprets state and federal laws and regulations pertaining to grants.
 - e. Develops, prepares, and processes subgrant contracts and agreements for development, maintenance, and operation of projects funded by federal grants.
 - f. Inspects and audits federally assisted projects to ensure compliance with project proposals; and recommends corrective actions to project leaders and department managers.
 - g. Provides technical assistance to department managers, fiscal and program personnel, and subgrantees to ensure complete grant applications, appropriate funding, and compliance.
 - h. Prepares annual grant assurances.

2. Manages federal and state loan programs by ensuring departments' and borrowers' compliance with federal and state laws and rules, Internal Revenue Service (IRS) regulations, and Securities and Exchange Commission (SEC) regulations.
 - a. Performs an in-depth analysis of loan applications to determine whether projects are eligible for funding under federal guidelines and whether applicants are capable of repaying loans.
 - b. Ensures legal documents are completed and adequate to protect state funds and recommends approval of loans to governing boards.
 - c. Ensures loan disbursements and repayments are made in accordance with loan agreements and are recorded appropriately.
 - d. Reviews state and federal laws, rules, legislation, and funding levels and analyzes any impact on state revolving fund programs.
 - e. Functions as the state's liaison for loan programs.
 - f. Establishes interest rates for loan programs.
 - g. Coordinates audits of programs with Legislative Audit by providing information and documents for auditors, explaining loan programs, and answering questions about loans, rules, regulations, and documentation.

3. Manages the state's interests in leases, easements, and concessions with entities doing business on state-owned/managed land to ensure compliance with federal and state laws.
 - a. Evaluates business plans and fiscal capabilities and recommends approval.
 - b. Negotiates and writes contract agreements and coordinates required environmental, technical, and legal reviews of project proposals.
 - c. Verifies viability of proposed projects, and whether or not the purpose of the business meets goals and objectives of public service.
 - d. Evaluates and approves or disapproves requests for development or changes in projects.
 - e. Determines criteria for monitoring agreements and an inspection system for monitoring compliance.
 - f. Develops corrective actions for non-compliance issues, and establishes penalties.
 - g. Secures federal approval if requested actions are on federally-owned lands managed by the state.

4. Assists and advises managers in areas of fiscal and general administration.
 - a. Assists with budget preparation and monitors expenditures.
 - i. Directs process for selection of capital development projects.
 - ii. Prepares revenue estimates from grant sources.
 - iii. Makes recommendations on allocations from project funding sources.
 - b. Assists in establishing administrative rules and department policies by researching and interpreting applicable federal and state laws and rules and preparing drafts.
 - c. Functions as a team leader over other staff by participating in interviews, assigning work, providing training in grant management and other administrative functions, addressing team member problems, and participating in performance appraisals.
 - d. Coordinates audit processes by assisting auditors, evaluating audit reports, preparing responses to audit findings, and developing and implementing corrective actions as required.
 - e. Develops rules, policies, and procedures for grant, loan, and lease administration.

5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Director or Program Administrator. Does not supervise but acts as a team leader over professional staff.

E. Challenges and Problems:

Challenged to maintain the integrity of financial programs with such a diverse array of projects statewide. It is challenging with so many variables to maintain documentation, accounting, and reporting standards so they are in compliance with federal and state requirements. Further challenged by ever-increasing levels of financial accountability and more specific program requirements, all of which require more detailed analysis and consultation with other agencies.

Problems encountered include projecting revenue estimates from fluctuating revenue streams; dealing with both shortfalls and surpluses; resolving audit findings; getting all the necessary documentation in place; ensuring contracts and legal agreements cover all duties to be performed; monitoring state matching funds and allowable administrative costs; and maintaining interest rates at a level competitive with other lending sources.

F. Decision-making Authority:

Decisions include program goals and priorities, annual work schedules, interpretation of state and federal laws pertinent to the program, approval of program administrative expenditures, corrective actions for audit findings, recommendations for approval of grant and loan applications, recommendations for approval of leases and easements, recommendations for interest rates, recommendations for standard operating procedures, and recommendations for policy and program changes.

Decisions referred include final approval of contracts and third-party agreements, funding for projects that require unique funding authority, budget and development of new projects, changes in rules or policies, interest rates.

G. Contact with Others:

Daily contact with managers and staff to provide technical assistance regarding documentation, accounting, and reporting on projects; with fiscal officers and staff regarding federal reimbursements and budget matters; and with the Assistant Attorney General to receive legal advice related to projects and loans; weekly contact with state federal aid coordinators to discuss issues of common concern related to the delivery of grant programs; with federal agencies to obtain information, discuss pending proposals, and for technical assistance with federal requirements, documentation, reporting, and audits; and with state university staff to address current and proposed research proposals and contracts; occasional contact with SRF Bond Counsel to receive program advice or opinions on issues related to bond indenture; with underwriters to receive financial information or calculations related to the program; and with Legislative Audit to exchange information on audits.

H. Working Conditions:

Works in a typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- public administration as it relates to fiscal and program management, planning, and legislative processes;
- principles of accounting as they relate to the public sector;
- public finance methods and procedures;
- operating and capital improvement budget procedures;
- federal and state laws and rules as they relate to public finance and grants management;
- methods, procedures, and purpose of financial analyses.

Ability to:

- interpret and implement program statutes, administrative rules, federal regulations, and policy directives;
- select, compile, and analyze information to identify, substantiate, and solve financial and programmatic problems;
- establish effective working relationships with a wide variety of individuals and entities;
- communicate information concisely and effectively.