

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Victims' Services Program Specialist

Class Code: 060117

Pay Grade: GJ

A. Purpose:

Reviews, analyzes, and interprets state and federal laws, program(s) methods, and department rules and regulations; prepares grant applications in accordance with federal grant solicitations, provides technical assistance in grant administration; and provides work direction and mentoring to program staff and technical assistance to service providers to ensure the program(s) operate within set standards and laws and program services are delivered efficiently and effectively.

B. Distinguishing Feature:

The Victims' Services Program Specialist provides direction and oversight to service providers, stakeholders, subrecipients, and potential subrecipients involved with services related to Victims' Services programs.

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. Administers funds for federal and state grants pertaining to Victims' Services programs.
 - a. Prepares grant application in accordance with federal grant solicitation guidelines
 - b. Manages grants with specific and complex requirements.
 - c. Develops policies and tools for administration of funds to adhere to strict federal financial standards.
 - d. Researches best practices for new and innovative use of funds.
 - e. Interprets policies and guidelines related to grant activities and makes appropriate programmatic adjustments as necessary.
 - f. Completes Department of Justice Grant Financial Management training
 - i. Maintains current certification.
 - ii. Renews certification every three years.
2. Develops and provides training and assistance related to Victims' Services programs.
 - a. Works with individuals service providers, stakeholders, subrecipients, and potential subrecipients.
 - b. Provides technical assistance for financial management of funds and data reporting requirements.
 - c. Creates tools and documents to better manage day-to-day administration and management of grant funds.
 - d. Presents webinars and other training to support technical assistance.
 - e. Provides one-on-one training with staff, Executive Directors, and service providers when necessary.
 - f. Provides continuous training and assistance to subrecipients.
3. Reviews programmatic and financial aspect of Victims' Services Programs.
 - a. Reviews and approves drawdown requests for reimbursements in compliance with federal financial standards.

- b. Completes reviews of drawdown requests for reimbursement.
 - i. Ensures all documentation is accounted for.
 - ii. Ensures expense are eligible and allowable.
 - c. Serves as point of contact for subrecipients.
 - d. Reviews and assesses annual reviews, documents findings, and conducts follow-up compliance activities.
 - e. Develops goals for program and subrecipients.
 - f. Conducts detailed oversight and continuous quality improvement compliance actions for high-risk subrecipients.
 - g. Assists staff with reviews of high-risk agencies.
 - h. Conducts annual reviews of funded programs.
 - i. Develops and implements monitoring plans based on findings of annual reviews.
 - j. Maintains monitoring schedule to ensure programs receive appropriate reviews.
4. Develops and maintains accountability for program outcomes by producing data analytics to monitor program activities.
- a. Collects, prepares and analyzes client services and demographic data.
 - b. Prepares and monitors spending trends.
 - c. Reviews financials and complex data while completing, preparing and providing accessible and useful data analysis.
 - d. Forecasts potential funding issues.
 - e. Creates new ways to support the reporting of understandable data.
 - f. Works with DPS financial staff to track goals and subrecipient funding levels.
5. Provides support and work direction to other staff members.
- a. Trains and mentors other staff members in programmatic and fiscal operations.
 - b. Answers questions and provides work direction.
 - c. Resolves day-to-day procedural and workflow issues.
 - d. Performs supervisor duties in the absence of the Victims' Services Program Manager.
 - i. Approves leave requests, flex time, and signs time sheets.
 - ii. Represents Victims' Services Program at meetings.
 - iii. Resolves day-to-day procedural and workflow issues.
6. Performs other work as assigned.

D. Reporting Relationships:

This position reports to the Victims' Services Program Manager. This position does not supervise but does provide work direction and performs supervisor duties in the absence of the Victims' Services Program Manager.

E. Challenges and Problems:

Challenges include building relationships with providers and subrecipients to create trust; maintaining compliance and eligibility requirements for programs that frequently change; ensuring new procedures are effective but do not create additional hardships; communicating grant requirement to subrecipients across the state using various forms of communication; aligning federal and state requirement to ensure both are being adhered to; and delicately assessing and working with high-risk programs and providers.

Problems include subrecipients not following state and/or federal grant requirements; reviewing programs and service providers with a limited number of staff; addressing complaints regarding service providers.

F. Decision-making Authority:

Decisions made include the development and preparation of grant applications, coordinating and managing grant solicitation process, developing responses and coordinating communication with federal and state partners, leading efforts in software system design, determining if expenses are eligible and allowable; direction for spending funds; information to be presented for training; scheduling of training sessions; if additional oversight is needed and how to remedy issues found in programs; what data to collect and analyze; and decisions related to day-to-day workflow.

Decisions referred include recommended policy updates for grant administration; additional training that needs to be presented; high-risk or substantial findings that should be escalated; results of data collected and analyzed; and policy issues or highly sensitive concerns.

G. Contact with Others:

Daily contact with subrecipients; monthly contact with federal and other state grant administrators; quarterly to yearly contact with service providers or stakeholders; and as needed contact with law enforcement and investigative departments when high-risk situations are determined.

H. Working Conditions:

Typical office environment with occasional travel to sites where services are provided and for training events.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- Victims' Services programs;
- service provider operations;
- Crime Victims' Compensation programs;
- federal and state grant requirements;
- grant writing procedures;
- budget management procedures;

Ability to:

- organize training;
- provide technical assistance;
- communicate information clearly and concisely;
- interpret and apply federal and state legislation, policies, and regulations;
- manage budgets;
- analyze and evaluate program plans;
- make decisions affecting crime victims and compensable expenses;
- make recommendations for program operations.