

06 601  
SUMMIT COUNTY, OHIO  
HUMAN RESOURCE COMMISSION

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**ORDER- REVISED**

Date: December 4, 2006

Order # : 06-09

Whereas the Human Resource Commission met in a public meeting at 11:30 a.m. on Monday December 4, 2006 to address a request from the Executive to; create one(1) new classification;

Classified classification of 'Grant Program Analyst'

Whereas the Human Resource Director reviewed the request and recommended the following action;

Create one (1) classification of 'Grant Program Analyst'; # 20025

Category: 3 Grade 4

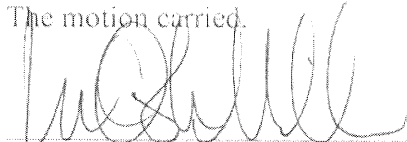
Whereas the Human Resource Commission conducted a full discussion of the proposed recommendation and heard testimony from Leonard Foster, Wayne Vetter and Scott Wagner of the Executive's office;

Whereupon a motion was entered by Richard Dobbins and seconded by Joel Bailey to approve the new class spec of the above mentioned classification for the Executive.

A roll call vote was taken as follows:

N. Wilson	Aye
J. Bailey	Aye
R. Dobbins	Aye

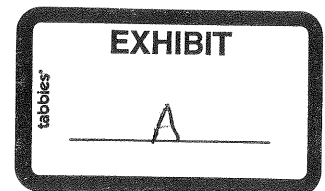
The motion carried.



Lisa Okolish Miller, Director HRC

Cc: James McCarthy, Executive  
Leonard Foster  
Dave Hannan

Jim Oberdorfer



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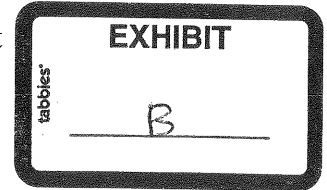
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**COUNTY OF SUMMIT**  
**CLASSIFICATION SPECIFICATION**

An Equal Opportunity Employer

**TITLE:** Grant Program Analyst

**CODE:** 20025



**JOB RESPONSIBILITIES:**  
**Performs other related duties as required.**

Under direction: manages and coordinates a program of research and analysis of grants, writing applications and obtaining Federal, State and local grants for meeting count of Summit goals; maintains existing grant data, keeps informed on available grants, pending legislation, and program status; serves as liaison between program, grant providers, and recipients; monitors compliance within grant terms, fiscal compliance, and conditions of application.

**QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.**

Bachelor's degree in Business, Public Administration, Urban Studies or related field plus four (4) years of experience; including two (2) years in the related field grant management involving writing applications for obtaining grants.

**NOTE:** Position may require travel to grant provider sites. Must be able to access the various work sites. May require overnight travel.

% of time	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification).	<b>KNOWLEDGE, SKILLS, AND ABILITIES</b> necessary to perform duties (*Indicates developed after employment).
20	1) Researches available funding sources; analyzes Federal and State requirements; accesses electronic network to obtain data; conducts analysis for grant planning.	<b>Knowledge of</b> (a) State and Federal laws, rules and guidelines pertaining to grants, (b) contract and grant preparation, (c) public relations, (d) County government structure and process*, (e) program goals and objectives*;
40	2) Prepares, analyzes and processes grant applications; writes project proposals for submission to granting agencies; monitors application through approval process; works with legal staff to assure legality and completeness of all documents; monitors and evaluates grant projects to assure adherence to standards, conducts periodic review and may recommend changes, improvements; monitors fiscal responsibility of grants (e.g. revenue and expenditure analysis, documentation and reporting to meet legal obligations and to assure initial funding of the program or project, etc.);	<b>ability to</b> (f) collect data establish facts and draw valid conclusions, (g) calculate fractions, decimals, and percentages, (h) develop complex reports and position papers, (i) handle sensitive inquires and contacts with public and government officials, (j) operate a personal computer, (k) use research and analysis methods in gathering information, (l) interpret complex legal documents, publications,



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- coordinates audits, budget recommendation and information, (n) establish rapport with the Office of Finance and Budgeting. with coworkers, officials and general public, (o) cooperate with coworkers on group projects, (p) deal with large numbers of variable and determine course of action, (q) proofread technical materials, recognize errors and make corrections.
- 20 3) Assists in planning and developing grant application programs, determining priorities and time schedules, writing of directives, guidelines, and monitoring processing systems.
- 10 4) Serves as grant liaison with agencies (federal and state granting agencies); informs department officials, commission, and agency officials on the grant program, pending legislation; establishes and maintains grant source data, official contacts, status reports, and program records; attends conferences, seminars, and studies to keep current on program regulations.
- 10 5) Provides technical assistance to department officials and boards, but not limited to committees that address areas that have grant fund programming; conducts training programs on regulations, requirements and grant administration.

