

HOMELAND SECURITY GRANT MONITOR**Nature of Work**

Under limited supervision, performs advanced level professional work in one or more of a varied number of homeland security program development, improvement and research activities in the State. These development, improvement and research activities may be within other sub-areas of homeland security. The specialist may work in one or more specialty areas: planning, grants management, program development, program assessment, grant/compliance monitoring, or data analysis and research studies. Provides technical assistance to sub-grantees. Typically is held responsible for a complex statewide grant or research project or program and performs highly complex work as a specialist grant monitor in the area of assignment. May perform in a lead worker role and train new employees. Some travel is required. Performs related work as required.

Examples of Work

Plans, organizes and coordinates projects or grants in the area of assignment.

Identifies homeland security system development needs through meetings with state and local government officials, community leaders, and private sector parties, and by collecting and reviewing relevant homeland security data.

Conducts workshops and meetings to advise state and local government officials, community leaders, and private sector parties of available programs and trains these parties on grant writing and grant procedures/administration.

Reviews grant applications for accuracy in such areas as financial documentation, program guidelines, etc.

Assists grantees in developing and maintaining grant management systems for financial records and monthly reports.

Monitors the administration of state and local homeland security grants to assure compliance with grant requirements and all applicable rules and regulations.

Monitors homeland security management agencies for compliance with applicable state and federal laws and regulations.

Designs and implements complex research projects, including statewide data collection procedures, to study sub-areas or topics in homeland security.

Obtains, validates and analyzes data using statistical and spreadsheet software packages.

Presents the results of research studies and relevant conclusions to the Legislature, homeland security professionals and the public.

HOMELAND SECURITY GRANT MONITOR (CONT'D)**Examples of Work (cont'd)**

Develops and maintains an equipment inventory for all sub-grantees.

Develop a uniform sub-grant monitoring report which covers all aspects of the administration of a grant.

Maintains current knowledge of state, federal and agency rules and regulations which govern the homeland security grant programs.

Attends applicable national and state workshops and training sessions.

Prepares statistical, research and planning documents.

May train and lead new personnel and others on the work of the unit.

Knowledge, Skills and Abilities

Knowledge of the homeland security system and the operations of its respective components.

Knowledge of the grant process.

Knowledge of strategic planning and planning techniques.

Knowledge of the scientific method, research design, and statistical analysis.

Knowledge of data collection, compilation and analysis procedures, and techniques.

Knowledge of statistical, spreadsheet and other relevant computer software applications.

Knowledge of publication procedures and techniques.

Ability to develop grant programs and plans.

Ability to train local officials and interested parties in grant administration and application procedures.

Ability to review grant applications and other records for accuracy and compliance with established guidelines.

Ability to design and implement complex scientific research projects.

Ability to establish and maintain effective working relationships with federal, state and local officials and co-workers.

Ability to lead others in the work of the unit.

Ability to plan, organize and complete special projects.

Ability to speak about and clearly explain grant programs, planning documents and research studies.

Ability to communicate complex ideas and procedures through the written word.

HOMELAND SECURITY GRANT MONITOR (CONT'D)

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college or university in criminal justice, political science, homeland security, emergency management, social sciences, mathematics, statistics, planning, management or related field.

Experience: Four years of full-time or equivalent part-time paid professional experience in grants development or grants administration, planning, project administration, criminal justice, homeland security, emergency management, data analysis, statistics, research or mathematics.

Substitution: A master's degree from an accredited college or university may substitute for one year of the required experience.

Special Requirement: This is a security sensitive position. Applicants must successfully complete a background investigation as a condition of employment.

Established: 8/18/05
Effective: 9/1/05