



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FEDERAL PROGRAM SPECIALIST

Job Number: 20001592

Job Code: 94450V230916

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides direction in the administration of federal grants. Develops the financial plan and submits the grant budget request to federal agency for approval during the federal award process or in subsequent amendments to the federal award agency. Performs in-depth reviews of federal and state legislation in order to determine financial outcomes and determine budgets; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of professional experience in budget administration, grant administration, financial analysis and/or forecasting, statistical analysis, financial auditing, or a related field. Two years of the required experience must include the preparation, research and planning, budgeting, or administration of state or federal grants-in-aids.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of required experience.

Substitute EXPERIENCE for EDUCATION:

Additional grant-in-aid related experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides direction in the administration of federal grants. Develops grant budget in conjunction with the federal agency for approval. Manages all functional aspects of preparing agency state plans to include duties such as the following: develops scope of work, plans, and budgets for grant contractors; develops new contracting partnerships; ensures plans meet federal guidelines, and submits state plans and budget for federal approval. Develops funding allocations for third parties and disperses fund notifications. Reviews and recommends budget revision requests to agency budget specialist. Serves as a liaison between agency management and federal government. Performs federal cash drawdowns from federal draw systems. Prepares annual Schedule of Expenditures for Federal Awards (SEFA) and/or Federal Financial (FFR) reports. Oversees match requirements for all fund-matching grants. Prepares modification and federal amendment requests to make changes to the grant agreement based on budget analysis. Reviews agency charges to determine indirect cost amounts. Prepares monthly projection of expenditures data to inform leadership of the grant-spending rate. Identifies agencies, communities, and services through data analysis and grant proposals to address agency needs. Reviews applications and determines whether the grant will have desired impact. Monitors budget and grant to identify problem areas. Determines if programs are utilizing resources in an effective/efficient manner and plans to correct issues. Continuously monitors and analyzes spending to ensure compliance. Ensures funds are obligated in required timeframe. Works with programmatic staff and partners to suggest possible options when money is not obligated timely. May supervise support staff. Provides technical assistance and training for all state agencies, local school districts, and Area Development Districts. Assists the Commissioner's Office in formulating policy relating to state and federal statutes and regulations. Reviews federal program regulations for compliance with State Clearinghouse procedures. Develops and monitors specified work scope contained in Kentucky's Joint Funding Administration. Assists in analyzing federal programs and federal legislative policies as to their impact on the Executive Budget. Coordinates gubernatorial review of state plans pursuant to federal regulations. Attends meetings and develops close working relationships with federal, state, and local officials. Responsible for developing and maintaining a functional system whereby all information is made available for consideration in state planning and budgeting efforts. Develops and reviews grant applications.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.