

STATE OF MARYLAND
DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF HUMAN RESOURCES
301 West Preston Street
Baltimore, Maryland 21201
POSITION DESCRIPTION

REVIEW INSTRUCTIONS PRIOR TO COMPLETION

PART I. IDENTIFYING POSITION INFORMATION

ITEMS 1-6 to be completed by Agency Personnel Office.

1. PIN #002449	2. CLASS CODE/GRADE 2587/17
3. SERVICE SKILLED	4. IS THIS POSITION DESIGNATED AS A SPECIAL APPOINTMENT? NO
5. OVERTIME STATUS EXEMPT	6. AGENCY APPROPRIATION CODE 23.08.01

ITEMS 7-13 to be completed by the supervisor.

7. Current Employee's Name, if applicable GARY HARRITY
8. Class Title Administrator II
Working Title, if different
9. Department or Agency Name MD EMERGENCY MANAGEMENT AGENCY
Division, Unit or Section OPERATIONS – GRANTS ADMINISTRATION
10. Work Location/Address 5401 RUE SAINT LO DRIVE, REISTERSTOWN MD 21136
11. Name of Immediate Supervisor RUSS STRICKLAND
Title of Immediate Supervisor DEPUTY DIRECTOR, OPERATIONS
12. Work Schedule: (Check all that apply)
- | | |
|---|---|
| <input checked="" type="checkbox"/> Permanent Day Shift | <input checked="" type="checkbox"/> Rotating Shift (Emergency or Exercise situations) |
| <input type="checkbox"/> Permanent Evening Shift | <input checked="" type="checkbox"/> Full Time |
| <input type="checkbox"/> Permanent Night Shift | <input type="checkbox"/> Part Time |
| <input type="checkbox"/> Other (Explain) | |
13. If applicable, how long has the current employee been performing the duties listed below?

PART II. POSITION FUNCTIONS

ITEMS 1-7 If additional space is required, attach a separate sheet.

- 1. MAIN PURPOSE OF THE JOB:** Briefly describe the main purpose of this position and how it relates to the mission of the agency.

The Maryland Emergency Management Agency is designated the State Administrative Agency (SAA) for Federal Emergency Management Agency (FEMA) and Homeland Security grants within Maryland. These federal grants constitute the largest portion of the Agency's budget underwriting 60% of agency operations. Additionally, Homeland Security grants are the largest source of funding for local jurisdiction and state agency security project funding. Position duties entail administering the Agency's Grant program and other grant-related issues as directed. Includes developing and administering procedures for the day-to-day conduct of the grant program; maintaining active liaison with local jurisdictions, state agencies, and non-profit institutions throughout Maryland; providing policy recommendations to the Director and senior executive level decision making bodies on Homeland Security grant management, overseeing the implementation and daily operations of the Agency's grants management information system, in coordination with the agency's fiscal staff receiving and processing grant execution rates by sub-grantees and sub grantee requests for reimbursement; overseeing the completion and submission of all grant related paperwork, coordinating and conducting sub grantee field assistance visits and audits, assists regional coordinators in all grant related matters; and assisting in the release of grant program information to the media and general public.

- 2. ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES -** List duty and responsibility statements that identify the essential job functions and other assigned duties. Essential job functions are the fundamental job duties of a position that if not performed will alter the job. (Identify essential job functions by highlighting, underlining, etc.)

% OF TIME AND/OR WEIGHT OF IMPORTANCE	JOB DUTY
65%	Directs and reviews Agency grants programs with special emphasis on homeland security. Serves as the Agency's primary POC for FEMA and homeland security grants with local, State, and Federal agencies. Develops policies and procedures for grant administration. Develops and implements compliance measures to ensure program goals are accomplished in conformance with Federal grant guidelines. Oversees the compilation, analysis, and dissemination of grant program performance measures and supporting statistical data. Makes day to day decisions on grant policies and procedures ensuring program performance meets State's strategic goals and objectives. Provides implementing guidance to local jurisdictions, state agencies and nongovernmental organizations on Federal grant program. Consults/coordinates with Federal officials on program performance.

- Orients/trains MEMA staff on grant management policies and procedures.
- 20% IAW Federal/State guidelines, manages the Domestic Preparedness Equipment Program to include development of policies and procedures on equipment selection, distribution, and utilization. Manages/authorizes equipment purchases through the Quartermaster program coordinating local jurisdiction and state agency purchases with centralized State-level billing/payment procedures.
- 15% Completes special projects as assigned. Supports the State Emergency Operations center when activated to include training, exercises or actual emergencies, accidents or incidents.
- OTHER REQUIREMENTS:** This position is designated as Essential Personnel by MEMA and is subject to call-up whenever the EOC is activated.

3. **LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS:** List the contacts that this position has with individuals within the division, agency and department as well as other State agencies, other government agencies, private companies, clients, customers, vendors and the general public. These contacts may be in person, in writing or by telephone. Indicate how often the contact occurs. State the purpose of each contact, for example, to provide information, to explain procedures or decisions, to persuade or negotiate.

MEMA Staff: Interface daily with MEMA staff to support long range and operational planning, policy formulation, program development, training, and program execution and assessments.

State Agencies: Interface daily with a wide range of state agency representatives, E.g., MDE, DGS, MSP, MIEMSS, etc., to coordinate state-wide Federal grants program planning and execution.

Other State/Federal homeland security grant coordinators: Meet on an as-needed basis with frequency of contacts keyed to emerging issues or release of new grants.

Private Industry Representatives: Interact on an irregular basis with representatives of private industry to review proposals for equipment, training development, or contractual support.

Nongovernmental organization representatives: Meet on a frequent basis, members of various nongovernmental organizations with direct involvement in Federal grants programs. These include members of professional associations, e.g., the Maryland State Fireman's Association, charities, e.g., The American Red Cross, service providers, e.g., hospitals or public utilities, or other non-governmental organizations requesting HS grants, e.g., the Jewish Council of Baltimore.

4. **DECISIONS AND RECOMMENDATIONS:** List the decisions and recommendations that this position makes which are necessary to carry out essential job functions. State to whom recommendations are made.

Provides policy recommendations to the Agency Director and, as required, senior executive level decision making bodies on the management of Federal/State grants within Maryland.

Advises and makes recommendations to the Deputy Director for Operations on processes, procedures and policies for the management and administration of Federal and State grants.

Reviews and approves grant applications and supporting reimbursement documentation from local jurisdictions, state agencies, and nongovernmental organizations.

5. EQUIPMENT USED - List equipment, machinery and tools used to complete this job, e.g., personal computer, calculator, typewriter, hand tools, measuring devices and lab equipment.

Personal computer and software programs.
Scanner
Cell telephone
Electronic calculator

6. NATURE OF SUPERVISION RECEIVED - Check the type of supervision that is given to this position. See Instructions Part II, Item 6 for definition of terms.

Close Supervision Moderate Supervision
 General Supervision Managerial Supervision

7. WORKING CONDITIONS: (Check all that apply)

Work involves exposure to uncomfortable or unpleasant surroundings. (Explain)

During periods of disaster or emergency, employee may be deployed to disaster site where conditions may be Spartan until restoration of public utilities.

Work involves exposure to hazardous conditions which may result in injury. (Explain)

Work involves special physical demands such as lifting 50 pounds or more, climbing ladders, etc. (Explain)

Position deals with the use of specialized equipment related to terrorism consequence management. Movement/handling of supplies and materials may be required during the daily course of duties.

Work requires use of protective equipment such as goggles, gloves, mask, etc. (Explain)

PART III. RESPONSIBILITY FOR THE WORK OF OTHERS

This section should be completed if this position is responsible for the work of others. This includes full and part-time permanent employees, contractual or emergency employees, volunteers, reimbursable or loaned employees. If additional space is required, attach a separate sheet.

NATURE AND LEVEL OF RESPONSIBILITY FOR WORK OF OTHERS:

A supervisor assigns and reviews the work of others, trains employees, recommends the selection, promotion and termination of employees, approves leave and signs time cards, signs annual performance evaluations, determines and resolves procedural problems within the unit, serves as spokesperson for subordinates, explains policies and directives from management and

issues formal disciplinary reminders, warnings and reprimands.

A lead worker assigns and reviews the work of others, instructs and motivates workers, is available for immediate assistance or review and performs the work of the classification.

a). Does this position supervise employees? Yes ___ No X

b). Does this position lead employees? Yes X No ___

c). Check the ways that this position supervises or leads these employees. (check all that apply).

X Assign and review work

___ Approve leave, sign time cards

___ Sign annual performance ratings

X Interview & select new employees

X Train employees

___ Discipline employees (counsel, recommend suspension & termination)

d). Do any of the employees supervised have supervisory responsibility? If so, list them and the names and classifications of those they supervise or attach an approved organization chart.

PART IV. PERFORMANCE STANDARDS

A. PERFORMANCE STANDARDS - For each essential job function described in Part II, list the standard(s) necessary for satisfactory performance. If additional space is required, attach a separate sheet.

EJF: Directs and reviews Agency grants programs with special emphasis on homeland security. Serves as the Agency's primary POC for FEMA and homeland security grants with local, State, and Federal agencies. Develops policies and procedures for grant administration. Develops and implements compliance measures to ensure program goals are accomplished in conformance with Federal grant guidelines. Oversees the compilation, analysis, and dissemination of grant program performance measures and supporting statistical data. Makes day to day decisions on grant policies and procedures ensuring program performance meets State's strategic goals and objectives. Provides implementing guidance to local jurisdictions, state agencies and nongovernmental organizations on Federal grant program. Consults/coordinates with Federal officials on program performance. Orients/trains MEMA staff on grant management policies and procedures.

PS: Ensure Federal grant requirements are met or exceeded to include the on-time submissions of reports and reimbursement requests.

PS: Develop and implement performance measures to determine the program effectiveness of in meeting state strategic goals and objectives.

PS: Conduct monthly review/analysis of grant obligation/expenditure rates.

PS: Provide timely response to requests for information or assistance from sub-grantees.

PS: Coordinate the development/fielding of an automated grants management system.

EJF: IAW Federal/State guidelines, manages the Domestic Preparedness Equipment Program to include development of policies and procedures on equipment selection, distribution, and utilization. Manages/authorizes equipment purchases through the Quartermaster program coordinating local jurisdiction and state agency purchases with centralized State-level billing/payment procedures.

PS: Coordinate the compilation, analysis, and approval of sub-grantee budget detail worksheets within established program timelines.

PS: Provide responsive advice to sub-grantees on equipment grant eligibility.

PS: Develop/implement policies to monitor equipment acquisition and disposition under the Homeland Security Grant program..

PS: Review/approve all sub-grantees acquisition requests under the Quartermaster Program within two working days of receipt.

PS: Provide timely advice to the Director on equipment related issues..

EJF: Completes special projects as assigned. Supports the State Emergency Operations center when activated to include training, exercises or actual emergencies, accidents or incidents.

PS: Meet with Emergency Support Functions assigned as appropriate.

PS: Complete special projects by agreed-upon deadlines.

PS: Provide timely, responsive support to EOC staff as directed.

This position is designated as Essential Personnel by MEMA and is subject to call-up at any time when the EOC is activated.

PART V. SIGNATURES

The following signatures indicate acknowledgment by the employee of the information on this form, when applicable, and approval by the supervisor and appointing authority.

Employee's Signature

Date

Supervisor's Signature

Date

Appointing Authority or Designee

Date

**STATE OF MARYLAND
DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF HUMAN RESOURCES
301 West Preston Street
Baltimore, Maryland 21201**

POSITION DESCRIPTION

REVIEW INSTRUCTIONS PRIOR TO COMPLETION

PART I. IDENTIFYING POSITION INFORMATION

ITEMS 1-6 to be completed by Agency Personnel Office.

1. PIN 039235	2. CLASS CODE/GRADE 0807/15
3. SERVICE Skilled	4. IS THIS POSITION DESIGNATED AS A SPECIAL APPOINTMENT? No
5. OVERTIME STATUS Exempt	6. AGENCY APPROPRIATION CODE 23.08.01.06

ITEMS 7-13 to be completed by the supervisor.

7. Current Employee's Name, if applicable VACANT
8. Class Title Agency Grants Specialist II
Working Title, if different Financial Grants Administrator
9. Department or Agency Name Maryland Emergency Management Agency
Division, Unit or Section Administration/Logistics Directorate
10. Work Location/Address 5401 Rue St. Lo Drive, Reisterstown MD 21136
11. Name of Immediate Supervisor E. Scott Gordon
Title of Immediate Supervisor Fiscal Services Chief II
12. Work Schedule: (Check all that apply)
- Permanent Day Shift Rotating Shift (Emergency or Exercise situations)
 Permanent Evening Shift Full Time
 Permanent Night Shift Part Time
 Other (Explain)
13. If applicable, how long has the current employee been performing the duties listed below?
- _____



PART II. POSITION FUNCTIONS

ITEMS 1-7 If additional space is required, attach a separate sheet.

1. **MAIN PURPOSE OF THE JOB:** Briefly describe the main purpose of this position and how it relates to the mission of the agency.

Provides fiscal management of the Maryland Emergency Management Agency's Federal grant programs and sub-grantee financial submissions.

2. **ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES** - List duty and responsibility statements that identify the essential job functions and other assigned duties. Essential job functions are the fundamental job duties of a position that if not performed will alter the job. (Identify essential job functions by highlighting, underlining, etc.)

% OF TIME AND/OR WEIGHT OF IMPORTANCE	JOB DUTY
10%	Maintains a spreadsheet for each federal award that reports expenditures, revenues and obligations. Reconciles grant spreadsheets with RSTARS on a monthly basis.
10%	Financial liaison to federal agencies in regard to grant issues. Executes revenue draws from federal agencies and creates journal adjustments to allocate the revenue to the proper award. Prepares quarterly financial status reports (SF-269) and other required reports and ensures timely submission as required by grant terms.
20%	Coordinates and leads agency accounts payable staff. in the processing of vendor invoices and reimbursement requests. Provides initial review of agency purchase orders and invoice payments for appropriateness of charges, sufficiency of funds, proper funding accounts and sub-object accuracy.
15%	Acts as federal grant representative to MEMA executive and program staff. Prepares grant budget applications (SF 424), budget narratives, assurances and certifications within deadlines specified by the granting agency.
15%	Determines availability of funding and certifies funding (federal and State match) availability prior to the obligation of funds. Encumbers memorandums of agreement (MOA's) in RSTARS system upon approval of Fiscal Services Chief.

10% Provides guidance to Fiscal Services Chief on all grant financial activity. This includes issues concerning encumbrances, expenditures, revenues and award balances. Proposes establishment of new program cost accounts (PCA's).

20% Acts as federal grant liaison to sub-grantee personnel. Reviews all sub-awards to ensure compliance with grant requirements and federal regulations. Provides sub-grantees with financial and program performance reports to ensure compliance with grant terms.

3. LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS: List the contacts that this position has with individuals within the division, agency and department as well as other State agencies, other government agencies, private companies, clients, customers, vendors and the general public. These contacts may be in person, in writing or by telephone. Indicate how often the contact occurs. State the purpose of each contact, for example, to provide information, to explain procedures or decisions, to persuade or negotiate.

MEMA executive personnel on a daily basis to update and coordinate MEMA grant operations. MEMA personnel includes: Fiscal Services Chief, Assistant Director for Logistics, Grant Program Managers, Regional Coordinators, and Program Staff.

Federal grant managers – daily to discuss grant program status.

Local jurisdiction and state agency sub-award recipients – daily to provide sub-grant guidance and grant status updates.

4. DECISIONS AND RECOMMENDATIONS: List the decisions and recommendations that this position makes which are necessary to carry out essential job functions. State to whom these recommendations are made.

Determines and certifies funding availability prior to obligating funds for MOA's.

Reviews purchase orders and vendor invoices for appropriateness of charge, coding and availability of funds

Proposes modifications of grant accounting procedures to the Fiscal Services Chief. This includes proposing the creation and deletion of program cost accounts (PCA's) for federal awards.

Recommends sub-award audit procedures to MEMA program managers

Proposes grant management staffing needs to Fiscal Services Chief.

5. EQUIPMENT USED - List equipment, machinery and tools used to complete this job, e.g., personal computer, calculator, typewriter, hand tools, measuring devices and lab equipment.

Personal computer, calculator, facsimile machines, copiers, scanner. Software programs: Microsoft Excel, Word, Outlook, RSTARS, ADPICS.

6. NATURE OF SUPERVISION RECEIVED - Check the type of supervision that is given to this position. See Instructions Part II, Item 6 for definition of terms.

Close Supervision

Moderate Supervision

General Supervision

Managerial Supervision

7. WORKING CONDITIONS: (Check all that apply)

Work involves exposure to uncomfortable or unpleasant surroundings. (Explain)

Work involves exposure to hazardous conditions which may result in injury. (Explain)

Work involves special physical demands such as lifting 50 pounds or more, climbing ladders, etc. (Explain)

Work requires use of protective equipment such as goggles, gloves, mask, etc. (Explain)

PART III. RESPONSIBILITY FOR THE WORK OF OTHERS

This section should be completed if this position is responsible for the work of others. This includes full and part-time permanent employees, contractual or emergency employees, volunteers, reimbursable or loaned employees. If additional space is required, attach a separate sheet.

NATURE AND LEVEL OF RESPONSIBILITY FOR WORK OF OTHERS:

A supervisor assigns and reviews the work of others, trains employees, recommends the selection, promotion and termination of employees, approves leave and signs time cards, signs annual performance evaluations, determines and resolves procedural problems within the unit, serves as spokesperson for subordinates, explains policies and directives from management and issues formal disciplinary reminders, warnings and reprimands.

A lead worker assigns and reviews the work of others, instructs and motivates workers, is available for immediate assistance or review and performs the work of the classification.

a). Does this position supervise employees? Yes No

b). Does this position lead employees? Yes No

c). Check the ways that this position supervises or leads these employees. (check all that apply).

- Assign and review work
- Approve leave, sign time cards
- Sign annual performance ratings
- Interview & select new employees
- Train employees
- Discipline employees (counsel, recommend suspension & termination)

d). Do any of the employees supervised have supervisory responsibility? If so, list them and the names and classifications of those they supervise or attach an approved organization chart.

No

PART IV. PERFORMANCE STANDARDS

A. PERFORMANCE STANDARDS - For each essential job function described in Part II, list the standard(s) necessary for satisfactory performance. If additional space is required, attach a separate sheet.

EJF - Maintains a spreadsheet for each federal award that reports expenditures, revenues and obligations. Reconciles grant spreadsheets with RSTARS on a monthly basis.

- PS: Reconciles spreadsheets to RSTARS at a 95% accuracy rate.

EJF - Financial liaison to federal agencies in regard to grant issues. Executes revenue draws from federal agencies and creates journal adjustments to allocate the revenue to the proper award. Prepares quarterly financial status reports (SF-269) and other required reports and ensures timely submission as required by grant terms.

- PS: Prepares journal adjustments at a 95% accuracy rate and submits them to the Fiscal Services Chief for release.
- PS: Prepares SF-269 reports at a 95% accuracy rate and submits them to Fiscal Services Chief for final approval within the time period proscribed by the grantor.

EJF - Coordinates and leads agency accounts payable staff in processing of vendor invoices and reimbursement requests. Provides initial review of agency purchase orders and invoice payments for appropriateness of charges, sufficiency of funds, proper funding accounts and sub-object accuracy.

- PS: Reviews each a/p document within 24 hours of receipt.
- PS: Certifies the propriety of the amount requested with a 95% accuracy rate.
- PS: Certifies that the PCA and Object coding are correct with a 95%

accuracy rate.

EJF - Acts as federal grant representative to MEMA executive and program staff. Prepares grant budget applications (SF 424), budget narratives, assurances and certifications within deadlines specified by the granting agency.

- PS: Creates grant budget applications using Microsoft Word at a 95% accuracy rate.
- PS: Files application with grantor within the proscribed deadlines

EJF - Determines availability of funding and certifies funding (federal and State match) availability prior to the obligation of funds. Encumbers memorandum of agreements (MOA's) in RSTARS system upon approval of Fiscal Services Chief.

- PS: Provides initial certification of federal fund availability at a 95% accuracy rate within 5 business days of receipt.
- PS: Encumbers memorandums of agreement and inter-agency agreements in RSTARS at 95% accuracy rate within 5 business days of receipt.

EJF Provides guidance to Fiscal Services Chief on all grant financial activity. This includes issues concerning encumbrances, expenditures, revenues and award balances. Proposes establishment of new program cost accounts (PCA's) and deletion of PCA's that are no longer in use.

- PS: Notifies Fiscal Services Chief of negative encumbrance or award balances within 24 hours of occurrence.
- PS: Proposes the establishment of and deletion of PCA's by memo within 24 hours of receipt of award. .

EJF - Acts as federal grant liaison to sub-grantee personnel. Reviews all sub-awards to ensure compliance with grant requirements and federal regulations. Provides sub-grantees with financial and program performance reports to ensure compliance with grant terms.

- PS: Maintains a professional and respectful relationship with sub-grantee personnel at all times.
- PS: Returns e-mails and telephone calls within 24 hour of receipt.
- PS: Reviews all sub-award agreements for compliance with grant requirements and federal regulations at a 95% accuracy rate.

PART V. SIGNATURES

The following signatures indicate acknowledgment by the employee of the information on this form, when applicable, and approval by the supervisor and appointing authority.

Employee's Signature

Date

Supervisor's Signature

Date

Appointing Authority or Designee

Date

Form MS-22
Revised 10/96