

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

<input type="text" value=""/> Position Number	<input type="text" value="D10"/> Agency Code	<input type="text" value="SC Law Enforcement Division"/> Agency Name
<input type="text" value="Homeland Security Grants Administration"/> Division / Section / Unit	<input type="text" value="Columbia/Richland"/> City / County	
<input type="text" value=""/> Employee Name	<input type="text" value="40"/> County Code	<input type="text" value="Y"/> Y/N Is Position in Central Office ?
<input type="text" value=""/> Current State Title	<input type="text" value=""/> Alphanumeric Code	<input type="text" value=""/> Slot
<input type="text" value=""/> Band		

 OHR COPY

 AGENCY COPY

OFFICE OF HUMAN RESOURCES

<input type="text" value="D10"/> Agency Code	<input type="text" value="AH40"/> Alphanumeric Code	<input type="text" value=""/> Slot
<input type="text" value=""/> Authorized Date		
<input type="checkbox"/> Delegated	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Prototype
<input type="checkbox"/> State Title Changes		<input type="checkbox"/> Update

<input type="text" value="F"/> Full / Part Time Indicator	<input type="text" value="AH45"/> Supervisor State Title	<input type="text" value="0001"/> Alphanumeric Code
<input type="text" value="03750"/> Hours Per Week	<input type="text" value=""/> Slot	

SOURCE OF FUNDING

<input type="text" value=""/> State %	<input type="text" value="100"/> Federal %	<input type="text" value=""/> Other %
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 Approved State Title

 Approval Signature

 Date Approved

REQUESTED ACTION INFORMATION

<input type="text" value="Post and fill"/> Requested Action	<input type="text" value="Program Coordinator II"/> Requested State Title	<input type="text" value="AH40"/> Alphanumeric Code
<input type="text" value=""/> Supervisor's Signature	<input type="text" value=""/> Date	<input type="text" value=""/> Other Required Signature

 FLSA Designation

 Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree and two (2) years relevant experience with criminal justice and/or law enforcement programs. A master's degree in related field may substitute for experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Strong analytical skills and ability to interpret laws, regulations, polices and procedures relevant to federal grant programs. Excellent communication skills, both written and oral, are essential. Ability to establish strong, positive working relationships with government officials and grant recipient agencies essential. Able to effectively prioritize task completion according to schedules and goals. Proficiency in Windows-based programs to include Microsoft Word, and Microsoft Excel and must possess accurate typing. Ability to analyze situations accurately and choose an effective course of action.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

After the initial few months on the job, the employee should be able to work under general supervision. As the employee's knowledge of the Grants Administration Office procedures increases, the employee's independence and good judgment should also increase. This position requires that the employee be self-motivated and exercise a considerable degree of discretion.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

Position requires valid driver's license and a good driving record. Overnight travel may required for training or meetings and could last up to one week. Use of various data processing equipment which may have to be carried or moved (weight limits could reach 30 lbs.). Must possess correctable vision of 20/40 in both eyes, with or without conv. lenses, and be able to distinguish colors.

MISCELLANEOUS DATA

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Provides programmatic support to SLED's Homeland Security Grants Administration Office in the planning, development, coordination and administration of South Carolina's Homeland Security Grant Program.

2. Job Functions:

Assists in the preparation of the grant application for South Carolina's Homeland Security Grant including budget planning, needs assessments, program descriptions, subgrantee information, goals and objectives, measurable performance indicators, evaluation criteria, operational procedures, target population, etc.

Coordinates and participates in the planning, preparation and distribution of reports, statistical data and general information regarding the Homeland Security Grant Program. Provides timely reporting to requests for information regarding the Homeland Security Grant Program and assists in meeting all federal reporting requirements.

Assists in developing and implementing the monitoring plan for projects awarded through the Homeland Security Grant Program. Site and desk monitoring will be conducted to provide recipient agencies with technical assistance, as well as to ensure proper implementation, program management and compliance with program and specified financial requirements.

Serves as liaison for SLED's Homeland Security Grants Administration Office with incoming calls and correspondence for information from the public or government agencies regarding Homeland Security grant issues.

Additional duties, as needed.

Essential/ Marginal (E or M)	Percentage of Time
E	30
E	25
E	25
E	15
E	5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

	<u>STATE TITLE</u>	<u>NUMBER</u>	
(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: <u>0</u>

4. Comments:

Strong communication skills, both written and oral, are essential. Good analytical skills and experience with grant administration preferred. Ability to handle multiple tasks efficiently. Ability to establish strong, positive working relationships with government officials. Good typing skills preferred and must have proficiency in Windows-based computer programs.

5. The above description is an accurate and complete description of this job.

_____ Employee's Signature

_____ Date