

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HUMAN SERVICES GRANTS COORDINATOR I

POSITION CODE: 19791
Effective: 05/01/2005

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, provides an agency's technical services to community based organizations such as community action agencies, other federal grantees and state and local governmental agencies; participates in human services grant development, negotiation, and fiscal and programmatic oversight, and/or in technical assistance designed to upgrade the services provided to limited income persons within the State; assists in the development, implementation and review of state and local agency plans to achieve the goals of the state's economic opportunity programs such as the Illinois Home Energy Assistance Program, the Illinois Home Weatherization Assistance Program and the Community Services Block Grant Program. This is the developmental level of the series.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in conducting programmatic and administrative needs assessments and in handling routine negotiations with grantee agencies; provides advisory technical services to those agencies in program areas such as utility payment assistance, household energy efficiency assistance, job generating economic development projects, emergency food and housing services, educational classes, subsidized on-the-job training for the person to become productive, and loans to businesses who create jobs.
2. Participates in conducting research into the implementation of human services programs designed to provide relief from the causes and effects of poverty by state and local agencies; develops plans to improve these programs.
3. Participates in various phases of grants administration functions such as reviewing applications, providing fiscal and programmatic technical assistance and monitoring of grant management; reviews fiscal and programmatic files for compliance with federal and state rules and regulations.
4. Participates in representing an agency in relations with community, business and professional groups; participates in conferences with state agency officials and representatives of the federal government for the purpose of promoting the development of improved human service programs.
5. Prepares routine reports, technical materials and correspondence pertaining to the development and implementation of human service programs and delivery systems.
6. Reviews federal register, state rules and regulations, division manuals, and policy memorandums to ascertain changes which may affect the program management and informs sub-grantees of any policy or procedure changes.

HUMAN SERVICES GRANTS COORDINATOR I (Continued)

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience (With Options A and B)

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in social sciences, public administration, energy conservation, or a related field.

Requires one year of professional experience in social service field, grants administration field or completion of an appropriate agency training program.

Option A only: Those positions which utilize basic accounting principles to review grantee financial records and to provide technical assistance to grantees in fiscal areas require an additional mandatory requirement of a minimum of six college semester hours of accounting or equivalent professional accounting experience.

Option B: Those positions coordinating human service areas other than grants fiscal management, such as planning, designing and developing program activities to meet statewide human service needs, do not require accounting courses or the equivalent professional accounting experience.

Knowledges, Skills and Abilities

Requires working knowledge of federal and state laws, covering the human services field.

Requires working knowledge of federal and state grants procedures and processes related to human services.

Requires working knowledge of basic accounting principles.

Requires working knowledge of the character of relationships between departments of the State and other levels of government.

Requires elementary knowledge of agency goals, objectives, programs, and services.

Requires elementary knowledge of modern management principles and practices of public and private business administration.

Requires ability to assist in developing, implementing and reviewing agency plans for a portion of the state economic opportunity programs.

Requires ability to exercise sound judgment in the analysis, appraisal and evaluation of existing and proposed human service programs.

Requires the ability to analyze fiscal reports and to verify their accuracy with journals and ledgers of grantee agencies.

Requires ability to develop and maintain support and a good functional working relationship with agency personnel, various community-based and other private and public organizations.

Requires ability to exercise discretion and judgment in making professional decisions.

Requires ability to apply and to interpret agency policies and procedures.

Requires ability to conduct research, to interpret and to apply research findings.