

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HUMAN SERVICES GRANTS COORDINATOR II

POSITION CODE: 19792
Effective: 05/01/2005

DISTINGUISHING FEATURES OF WORK:

Under general supervision, independently performs a variety of an agency's professional and technical services to community based organizations such as community action agencies, other federal grantees and state and local governmental agencies; provides technical assistance on upgrading 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; performs a variety of services related to grants administration, applications, program and fiscal monitoring and technical services.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts programmatic and administrative needs assessments; handles complex negotiations, with grantee agencies and provides advisory technical services to those agencies in program areas such as utilities payment assistance, household energy efficiency assistance and similar areas intended to provide relief from the causes and effects of poverty and to enable the limited income person to become more self sufficient, for example, emergency food and housing services, educational classes, on-the-job training for the person to become productive, training supported by subsidies, loans to businesses who create jobs, and subsidies to low income households for energy conservation measures.
2. Performs a variety of professional and technical services related to grants administration, including, but not limited to, programmatic and fiscal monitoring and technical assistance; reviews grantees financial records to ensure that appropriate costs are charged, recorded and maintained in accordance with general accounting principles and with federal and state guidelines.
3. Conducts research on the implementation of human services programs pertaining to energy conservation by state and local agencies; develops plans to improve these programs.
4. Develops and evaluates existing human services programs, including experimental and demonstration projects to test methods for improving human service systems designed to provide relief from the causes and effects of poverty.
5. May be responsible for a specialized technical assistance service such as energy grants and services and training for the staff of community-based organizations.
6. Prepares reports, technical materials such as rules, policies and procedures, and correspondence pertaining to the development and implementation of human service programs.

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7. Represents an agency in relations with the 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.
8. 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 two years of professional experience in a social service field, grants administration field or related field.

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 extensive knowledge of federal and state laws, regulating the human services field.

Requires working knowledge of basic accounting principles.

Requires extensive knowledge of a federal and state grants procedures and processes related to the human services.

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

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

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

Requires ability to develop, implement and review 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 the 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, 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.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.