

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

HUMAN SERVICES GRANTS COORDINATOR TRAINEE

POSITION CODE: 19796  
Effective: 05/01/2005

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, receives formal and on-the-job training for a period of six to twelve months in an agency's human services programs providing technical services to community based organizations such as community action agencies, other federal grantees and state and local governmental agencies; receives training in human services grant development, negotiation, and fiscal and programmatic oversight; may participate in the development, implementation and review of agency plans to achieve the goals of the state economic opportunity programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. For a period of from six and not to exceed twelve months, participates in a formal and on-the-job training program related to grant processes and the provision of services to community based organizations under the department's human services programs, for example, heating and cooling utility payment assistance, household energy efficiency assistance, emergency food and housing assistance, educational classes, on-the-job training supported by subsidies and loans to businesses who create jobs; receives training in the areas of economic development programming, grantee training and technical assistance methods, monitoring grantee applications, fund requests and modifications, and in developing strategies for improved marketing and creativity in the department's programs.
2. Receives training in conducting programmatic and administrative needs assessments; receives training in conducting fiscal review or oversight of grant management and in resolving problems with fiscal accounting and financial systems.
3. Receives training to monitor the implementation of human services programs by state and local agencies; may participate in developing plans to improve these programs.
4. Participates in on-the-job training programs designed to provide experience in program planning, grants administration and technical assistance services to community organizations who provide relief from the effects and causes of poverty and who enable limited income persons to become self sufficient.
5. Reviews federal and state rules and regulations which may affect program management.
6. Participates in preparing reports, technical materials and correspondence pertaining to the development and implementation of human services programs and delivery systems.

## HUMAN SERVICES GRANTS COORDINATOR TRAINEE (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 the social sciences, public and business administration, energy conservation or a 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 elementary knowledge of federal and state laws regulating the human services field.

Requires elementary knowledge of federal and state grant processes related to human services.

Requires elementary knowledge of basic accounting principles.

Requires elementary 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 business administration.

Requires ability to learn to develop, implement and review agency plans for a portion of the state economic opportunity programs.

Requires ability to analyze, appraise and evaluate existing and proposed human service programs.

Requires the 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 learn and to apply agency policies and procedures.

Requires ability to learn and to apply general research principles and methodologies.