

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: Program Specialist V (Grants Specialist)
Position Number: 124881, 124882
Department: Law Enforcement
Division: Deputy Director for Administration
Branch: Special Programs Office
Geographic Location: Downtown

II. INTRODUCTION

Function of this organizational unit:

Under the general supervision of the Deputy Director for Administration, the Special Program Office (SPO) assists in long- and short-range planning activities and special-projects coordinates the implementation of actions to accomplish the policy direction of the Department; provides policy development support and grant-seeking activities; monitors the effectiveness of the Department's efforts to meet its stated mission, goals and objectives; assists in budget preparation, justification and execution, including procurement, process and performs research and statistics.

Purpose of the position:

Support the functions and actions of the SPO; engage in and support special project identification, establishment, and operations; conduct and develop means, methods, and procedures for the collection, retrieval, compilation, analysis, and reporting of operational and other data pertinent to understanding departmental programs and operations, and other external factors impacting programs and operations and prepare reports of findings; and provide support to other divisions or office of the DLE as part of any special project, grant, or procurement. Responsibilities include research, budget preparation, editing components of grant proposals and develop, coordinate, and provide technical assistance on grant proposals and other funding mechanisms which enhance the department and its program activities.

III. MAJOR DUTIES AND RESPONSIBILITIES

Factors in Determining Essential Functions

1. The performance of this function is the reason that the job exists.
2. The number of other employees available to perform this function is limited.
3. The function is highly specialized, and the employees is hired for special expertise or ability to perform the function.

Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

A. Program Planning and Development

40%

1. Develops long and short-range program goals/plans/special projects. Reviews and formulates measurable goals and objectives in accordance with laws, standards, policy and procedures for program monitoring and evaluation initiatives. [1][2][3]
2. Assures proper implementation of programs, projects, and grants; ensures conformance to laws, standards, etc. Establishes methods and procedures to monitor program, project, and grant activities. [1][2][3]
3. Conducts studies, research, and analyses to identify the needs of the department and its programs and determines effective staff utilization. Makes recommendations, resolves programs problems, and establishes new programs and services as needed. [1][2][3]
4. Performs complex planning, research, consultative, technical and program administration. [1][2][3]
5. Performs routine searches for funding opportunities, understands and tracks the current and evolving research. [1][2][3]

B. Grant Program Development

40%

1. Investigates local, state, federal, private, and corporate sources of funds. This includes reviewing materials, internet postings, listservs, telephone contacts, and correspondence. [1][2]
2. Researches, analyzes, and compiles complex data from a variety of sources in order to help communicate difficult concepts and large amounts of quantifiable data for grant proposals. Data is presented in a variety of formats such as graphs, maps, charts, illustrations, tables, diagrams, flow charts, plain text and other formats as needed. [1][2][3]
3. Edits grant proposals such as budget narratives and draft letters of commitment for use by the department and external partners. Gather supporting material for grant proposals. [1][2][3]
4. Research funding sources and disseminates information on funding opportunities to administrators and managers. [1][2][3]
5. Coordinates, develops, and processes grant applications from conceptual to submission stage while working closely with DLE staff and administrators throughout all phases.

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6. Prepares summary statements and budget reports. [1][2][3]
7. Develops, coordinates, and provides technical assistance on grant proposals and other funding mechanisms which enhance department/program capacities. [1][2][3]

C. Monitoring and Record Keeping

10%

1. Maintain necessary records, files, reports, databases, and resource materials pertinent to grant activities to ensure operation and compliance with federal and state regulations. [1][3]
2. Monitors and ensures adherence to grantmaking workflow processes and procedures. [1][2]
3. Develops and maintains a library of information on funding sources, grant writing, and community and state data relevant to the State of Hawaii law enforcement programs and services. [1][2]
4. Creates online interactive surveys and captures the results in spreadsheet format. [1]

D. Other Duties as Assigned

10%

1. Performs internal audits to ensure compliance of all grants under the purview of the Deputy Director for Administration to ensure compliance within the grant guidelines. [1][2]
2. Performs a variety of administrative support to ensure the grants financial, personnel, and proposal requirements are met in a timely manner. [1]
3. Support procurement of special projects and budget expenditures as needed. [1]
4. Performs other duties as assigned. [1]

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No. 124507

Class Title: Deputy Director for Administration

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B. Nature of Supervisory Control Exercised Over the Work:

Instructions Provided

Instructions are limited to general guidance and direction to specification of priorities and the results expected. The incumbent is required to plan and carry out decisions and recommendations for necessary work activities independently.

Assistance Provided

The incumbent works independently with minimal supervision and may seek assistance from the supervisor when issues or problems are beyond the incumbent's control such as matters which conflict with procedures, rules, regulations.

Review of Work

Supervisor reviews the incumbent's work to ensure that all objectives and goals are met.

C. Nature of Available Guidelines Controlling the Work:

1. Policy and Procedural Guides Available

Departmental Policies and Procedures
Statutes of State of Hawaii
Federal Rules and Regulations, ie Title 2 of the Code of Federal Regulations

2. Use of Guidelines

Procedural guidelines above, cover technical aspects of the work. The incumbent is expected to know and apply all guidelines that are pertinent to the duties of the position.

V. MINIMUM QUALIFICATIONS

A. Knowledge of:

Pertinent law enforcement issues, program demands in public safety and security; program/grant development, evaluation, and analysis; budgeting, staff and organizational development; thorough knowledge of the organization, policies and practices of the State's law enforcement program.

B. Skills/Abilities:

Understand and interpret complex written material, including laws, rules, regulations and policies; use correct English grammar, punctuation and spelling; communicate information in a succinct and organized manner; produce written

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information that is appropriate for the intended audience; express information to individuals or groups effectively, taking into account the audience and nature of the information; identify and analyze problems and make sound, well-informed and objective decisions; develop new insights into situations and apply innovative solutions to problems; design new methods where established methods and procedures are inapplicable or unavailable; deal effectively with others.

C. Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

D. Experience:

General Experience: One and one-half (1 ½) years of responsible professional responsible work experience which required a high degree of analytical skill. Such experience must have involved gathering, evaluating, and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have also demonstrated the ability to elicit information orally and in writing; read, comprehend, interpret, and evaluate technical subjects, analyses, or proposals; and apply problem-solving methods and techniques, such a defining and analyzing problems, identifying alternative courses of action, using judgment in determining appropriate alternatives; and prepare clear and concise written reports and recommendations for action.

Specialized Experience: Two (2) years of progressively responsible professional experience in any field which involved work such as monitoring, evaluating, or conducting studies and analyses of programs or projects to make recommendations for the development or revision of standards, policies, procedures, or techniques; gathering and analyzing data to determine conformance with standards and requirements and recommending improvements or developing training materials; giving technical advice and direction pertaining to program standards, requirements, or techniques.

E. Required Licenses, Certificates, etc.:

VI. TOOLS, EQUIPMENT & MACHINES

Personal computer and peripheral equipment/software, calculator, copying machine, fax machine, and other office machines, equipment, and tools.

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