

Job Title: GRANTS ANALYST

Position Number: 22103646

County: Pulaski

Posting End Date: June 16, 2023

Anticipated Starting Salary: \$36,155

Arkansas Energy Office

The mission of the Arkansas Department of Energy and Environment is to provide effective and efficient energy and environmental solutions informed by science. The Department promotes responsible management of resources and protects the environment for the benefit of all Arkansans.

Position Information

Class Code: G180C

Grade: GS06

FLSA Status: NON-EXEMPT

Salary Range: \$36,155.00 - \$52,425.00

Summary

The Grants Analyst is responsible for applying professional level skills and has specific program knowledge as it relates to area of assignment. This position is governed by state and federal laws and agency/institution policy.

Functions

Provides technical assistance to grantees regarding grant applications, grant modifications, progress reports and budgets. Prepares and submits grant application to applicable federal agencies. Conducts grant related workshops and meetings. Develops, implements and analyzes grant program related goals and objectives. Prepares annual and biennial budgets, project incomes, ensures sufficient appropriations for grant awards, and analyzes expenditure reports. Prepares detailed reports of actions taken in grant programs to provide information to funding sources to ensure compliance with grant requirements. Plans and conducts grant training programs; prepares and updates grant guidance manual for use by personnel, which explains policies and procedures. Develops, analyzes, and reviews grant reports, and analyzes data. Develops reporting systems and monitoring methods to measure program effectiveness and to ensure that grant programs are in compliance with state and federal laws, and monitors grant projects for compliance with state and federal regulations. . Performs other duties as assigned.

Dimensions

None

Knowledge, Skills and Abilities

Knowledge of federal and state grant funding business. Knowledge of state and department policies, procedures and guidelines. Ability to evaluate information and prepare narrative reports. Ability to communicate information and provide technical assistance to requesting parties concerning grant program requirements. Ability to analyze and conduct research. Ability to develop reports and schedules with applicable software. Ability to make oral presentations. .

Minimum Qualifications

The formal education equivalent of a bachelor's degree in business administration, accounting, finance or a related field; plus one year of experience in the review, analysis, preparation and/or monitoring of grants. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Licenses

None

Preferred Qualifications

- Proficiency in Microsoft Office, grants management, project management, and Zoom software
- Demonstration of interest in and aptitude for energy efficiency and grants administration
- Ability to research and interpret policy to determine compliance with federal and state rules and regulations
- Excellent verbal and written communication skills and ability to deliver high-quality customer service
- Experience with conference planning

The State of Arkansas is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, age, disability, citizenship, national origin, genetic information, military or veteran status, or any other status or

characteristic protected by law.