

Position Classification Flysheet for Grants Management Series, 1109

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INTRODUCTION

This position classification flysheet establishes the Grants Management Series, 1109, and provides the series definition and titling instructions. In the General Schedule position classification system established under chapter 51 of title 5, United States Code, the positions addressed here would be two-grade interval positions.

The term “General Schedule” or “GS” denotes the major position classification system and pay structure for white collar work in the Federal government. Agencies that are no longer subject to chapter 51 have replaced the GS pay plan indicator with agency-unique pay plan indicators. For that reason, reference to General Schedule or GS has been omitted from this flysheet.

Coverage

This position classification flysheet covers the following occupational series:

Series
Grants Management, 1109

Establishing the Occupational Series and Standard

Issuance of this flysheet establishes the occupational series as described in the following table. The table also indicates how to classify work covered by this series.

New / Previous Series or Guidance	Action Taken / How to Classify Work Previously Covered
Grants Management 1109	<ul style="list-style-type: none"> • Establishes this classification series. • Refer to Contracting, 1102, for grading criteria.

GENERAL SERIES DETERMINATION GUIDELINES

Determining the correct series for a position is usually apparent by reviewing its assigned duties and responsibilities and then comparing them to the series definitions and general occupational information the classification flysheet or standard provides. Generally, the classifier decides on the series for a position based on the primary work of the position, the highest level of work performed, and the paramount knowledge required to do the work of the position. In some situations, however, following this guidance may present difficulties.

When the work of a position matches more than one occupation, then use the following guidelines to determine the appropriate series for classification purposes.

- **Paramount knowledge required.** Although there may be several different kinds of work in the position, most positions will have a paramount knowledge requirement. The paramount knowledge is the most important type of subject matter knowledge or experience required to do the work.
- **Reason for existence.** The primary purpose of the position or management's intent in establishing the position is a positive indicator for determining the appropriate series.
- **Organizational mission and/or function.** Positions generally align with the mission and function of the organization to which they are assigned. The organization's function is often mirrored in the organizational title and may influence the appropriate series.
- **Recruitment source.** Supervisors and managers can help by identifying the occupational series that provides the best qualified applicants to do the work. This is closely related to the paramount knowledge required.

The [Additional Occupational Considerations](#) section of this flysheet provides examples where the work may involve applying related knowledge and skills, but not to the extent that it warrants classification to this occupation.

For further guidance, refer to [The Classifier's Handbook](#).

Official Titling Provisions

Title 5, United States Code, requires the U.S. Office of Personnel Management (OPM) to establish authorized official position titles to include a basic title (e.g., Grants Management Specialist) that may be appended with one or more prefixes and/or suffixes. Agencies must use the official position titles for human resources management, budget, and fiscal purposes. Instructions for assigning official position titles are provided in this section.

Supervisors and Leaders

- Add the prefix “Supervisory” to the basic title when the agency classifies the position as supervisory. If the position is covered by the General Schedule, refer to the [General Schedule Supervisory Guide](#) for additional titling information.
- Add the prefix “Lead” to the basic title when the agency classifies the position as leader. If the position is covered by the General Schedule, refer to the [General Schedule Leader Grade Evaluation Guide](#) for additional titling information.

Specialty or Parenthetical Titles

- Specialty titles are typically displayed in parentheses and referred to as parenthetical titles. OPM has not supplemented the basic official position title with specialty or parenthetical titles. Agencies may supplement the authorized title of Grants Management Specialist with agency established parenthetical titles if necessary for recruitment or other human resources needs.
- Use the basic title without a parenthetical or specialty title for positions where there is no established specialty.

Organizational Titles

Organizational and functional titles do not replace, but rather complement, official position titles. Agencies may establish organizational and functional titles for internal administration, public convenience, program management, or similar purposes. Examples of organizational titles are Branch Chief and Division Chief. Examples of functional titles are Chief of Policy Development and Chief of Operations.

GRANTS MANAGEMENT, 1109		<u>Qualification Standards</u>
Series Definition	<p>This series includes positions which manage, supervise, lead, or perform administrative business and analytical work involving: (1) the management, award, and obligation of funds for Federal assistance such as grants, cooperative agreements, and other related assistance and services using financial, administrative, business, and negotiation procedures; (2) the competitive or non-competitive evaluation of grants proposals; and (3) the administration or termination, and closeout of grants.</p> <p>The work requires knowledge of:</p> <ul style="list-style-type: none"> • laws, regulations, rules, policies, procedures, and methods governing the administration of Federal grants, cooperative agreements, and awards; and • grants/assistance management processes and techniques consistent with sound business and industry practices. 	
Titling	<p>The basic title specified for this series is <i>Grants Management Specialist</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Grants management work involves implementing and managing Federal grants and cooperative agreements and providing grants-related assistance and services. Typical duties include:</p> <ul style="list-style-type: none"> • awarding and administering grants, cooperative agreements, or other assistance instruments; • designing, developing, implementing, and interpreting grants/assistance management policies, procedures, and practices; • providing training, technical assistance, oversight, ethics advice, expertise, and consultation to program officials, awardees, review panels, applicants, recipients, and subrecipients as needed; • reviewing and evaluating adequacy of grants/assistance policies and procedures; • serving as liaison between the Government and awardee organization; • determining awardee eligibility using formulas, methodology, and established eligibility criteria, such as competitive rating factors; • announcing programs, soliciting applications, or proposals for funding under assistance awards; • overseeing, reviewing, analyzing, and evaluating grants/assistance applications, plans, and estimates; • negotiating terms and conditions of grants/assistance awards to include costs, schedules, and oversight responsibilities; • preparing, processing, issuing, and tracking grants/assistance awards and compliance with reporting requirements; • program evaluation, including monitoring and assessing awardee performance, and establishing performance measures; • initiating and/or recommending that an audit be performed; 	

(continued)

GRANTS MANAGEMENT, 1109 (continued)	
Occupational Information (continued)	<ul style="list-style-type: none"> • conducting resolution of audit findings or monitoring audit resolution in partnership with resolution officials; • conducting post-award reviews and analyses to identify management, financial, and administrative issues; • ensuring compliance with Governmentwide environmental and other requirements; • conducting risk assessments and business reviews; • recommending or initiating appropriate action to protect Government interests; • performing final review of completed awards, making appropriate adjustments or disallowances, and processing close-outs; and • ensuring compliance with all regulatory and legal requirements. <p>←BACK TO TABLE OF CONTENTS</p>

Impact of Automation
<p>Automation, computers, information technology, and their widely varied applications are valuable and practical tools for grants management work. Employees use computers and other systems in processing and administering awards, as well as for a wide variety of record keeping, correspondence, and tracking operations throughout the grant lifecycle. They input, delete, retrieve, manipulate, and correct information in databases or automated records. They design and produce reports using computer systems. Automation increases the capacity of grants management specialists to design and control a wide variety of grants management portfolios, systems, and/or processes.</p> <p>The information technology tools involved, and the skills required to use them, generally replace or supplement work previously done manually or by machines. Although computers are used to facilitate work within this series, automation does not change the primary purpose of the work or the paramount knowledge required to perform the work. Proper classification of positions is based on the relevant knowledge and skills required to perform the primary duties of the position.</p>

Additional Occupational Considerations

Some positions may include work requiring knowledge and skills typically associated with the Grants Management Series. However, a closer look at the work may reveal classification to this series may not be appropriate. The [General Series Determination Guidelines](#) section of this flysheet offers guidance on selecting the most appropriate series.

The following table provides examples of work similar to that performed in the Grants Management Series, 1109, but not to the extent the paramount knowledge required, the reason for the position's existence, the mission and/or function of the organization, and the recruitment sources for the best qualified candidates warrants classification to this series. For further guidance, refer to OPM's publication [The Classifier's Handbook](#).

If Work Involves...	See This Standard or Series Definition:
Procurement of supplies, services, construction, or evaluation of contract price proposals, sources of supply, cost factors, negotiating procedures, administering or terminating, close out contracts; or requiring practical knowledge of the principles, techniques, and methods used in contracting, and/or combination with a knowledge of the subject, occupation, or field in which educational instruction and training are given.	Contracting Series, 1102
Auditing contractors' accounting systems and records, verifying proposed or claimed cost, and identifying those that are questionable, requiring professional knowledge, and application of accounting.	Professional and Administrative Work in the Accounting and Budget Group, 0500
Financial and organizational management, operations, and practices requiring the full range of financial operations and transactions.	Financial Analysis Series, 1160
Evaluating government programs and operational effectiveness, efficiency, or productivity within Federal agencies, and internal compliance with policies, laws, and regulations governing those programs.	Management and Program Analysis Series, 0343

Crosswalk to the Standard Occupational Classification

The Office of Management and Budget requires that all Federal agencies that collect occupational data use the Standard Occupational Classification (SOC) system for statistical data reporting purposes. The Bureau of Labor Statistics uses SOC codes for the National Compensation Survey and other statistical reporting. OPM and other Federal agencies maintain a “crosswalk” between OPM authorized occupational series and the SOC codes to serve this need. This requirement and these SOC codes have no effect on the administration of any Federal human resources management system. The information in this table is for information only and has no direct impact on classifying positions covered by this series. The SOC codes shown here generally apply only to non-supervisory positions in this occupation. As changes occur to the SOC codes, OPM will update this table. More information about SOC is available at <http://stats.bls.gov/soc>.

**Federal Occupational Series and Position Title
and The Related Standard Occupational Classification System Code**

Federal Occupational Series	Standard Occupational Classification Code Based on Occupational Series		Position Title	Standard Occupational Classification Code Based on Position Title	
Grants Management, 1109	13-1000	Business and Financial Operations	Grants Management Specialist	13-1000	Business and Financial Operations

GRADING INSTRUCTIONS

This flysheet does not provide occupation-specific grading criteria.

Use the [Contracting Series, 1102](#), grading criteria to evaluate General Schedule positions in this series.

Evaluate leader positions using the [General Schedule Leader Grade Evaluation Guide](#).

Evaluate supervisory positions using the criteria in the [General Schedule Supervisory Guide](#).