# POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: See item #24

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other

3. Service: [ ] Hdqtrs [X] Field

4. Employing Office Location: Washington, DC

5. Duty Station: Shiprock, NM

6. OPM Certification No.:

Explanation *(Show any positions replaced)*: 2015 BIE Reorganization

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [X] Employment and Financial Interest

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [ ] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: 5- MBI w/ childcare

13. Competitive Level Code: 619

14. Agency Use: Telework: 4

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---|---|---|---|---|---|
| a. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | | | | | | |
| c. Second Level Review | Grants Management Specialist | GS | 1109 | 12 | DAW | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position *(if different from official title)*:

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: Assistant Secretary- Indian Affairs

b. Second Subdivision: Bureau of Indian Education

c. Third Subdivision: School Operations Division

d. Fourth Subdivision: ADD Navajo Schools

e. Fifth Subdivision: Tribally Controlled Schools

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*:

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor: Grants Management Specialist

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: Vicki Forrest, Deputy Bureau Director, School Operations Division

Signature: Date: 9/25/2015

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: Dorothy A. Willie, HR Specialist (Class)

Signature: Date: 9/25/15

22. Position Classification Standards Used in Classifying/Grading Position: PCS for Grants Management Series, 1109, November 2010; Cross-referenced to Contracting Series, GS-1102, December 1983.

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|---|---|---|---|---|---|---|---|---|---|---|
| a. Employee *(optional)* | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks: Full Performance Level. Indian Preference. IE00386 IE00387 Occasional Driver. Subject to annual Financial Disclosure and Ethics Training requirements. BUS CODE: 1012

25. Description of Major Duties and Responsibilities *(See Attached)*

# GRANTS MANAGEMENT SPECIALIST
# GS-1109-12

## A. INTRODUCTION

To meet its trust responsibility to Indian Tribes, BIE works to strengthen educational opportunities for American Indian students to be successful and competitive globally; to enhance student participation in their tribal communities; and support tribes in nation-building, in development of the next generation of tribal leaders. Education Resource Centers provides customized and systematic support to schools within the region in order to improve student performance outcomes and maximize school operations.

This position is located in the Office of the Deputy Bureau Director-Indian Education (DBD-IE), Division of Acquisitions and Grants (DAG). The incumbent serves as a Grants Management Specialist, focusing on providing professional expertise and assistance to the DBD-IE and DAG in the administration and management of Self-Determination contracts and grants under P.L. 100-297, Elementary and Secondary School Improvement Act, and P.L. 95-561, Indian Education Amendments of 1978, and other laws and statutes, by performing internal oversight and monitoring duties and responsibilities. The incumbent provides technical assistance Tribal Grant and Contract education schools specifically ensuring compliance with education laws and policy and financial management requirements. The incumbent will conduct school quality reviews to assess strengths and needs, design intervention strategies based on corrective action plans from annual audits. Provide Tribal technical assistance and assists in the coordination of Tribal School conversions. The incumbent will report directly to the DBD-IE on all matters and issues within these program areas.

As part of this responsibility, the incumbent supports Tribally Controlled Schools by identifying areas needing improvement and providing technical assistance to improve financial management.

## B. MAJOR DUTIES AND RESPONSIBILITIES

Provides internal administration expert analysis and advice to the DBD-IE and DAG in the administration and monitoring of P.L. 93-638 contracts and grants operations under the jurisdiction of the School Operations. Performs oversight functions, and serves as the liaison between the School Operations, grantees (school boards and/or tribal governing bodies), and Tribal officials. Works cooperatively with the grantees to meet all the requirements of OMB Circular A -133. Ensures timely submission of audits and appropriate follow through is completed to finalize all the required audit processes. If it is warranted, appropriate sanctions are initiated and implemented in alignment with OMB Circular A-102 and OMB Circular A-133. Programs include, but not limited to:

- P.L. 100-297, Tribally Controlled School Grants (Grant Schools)
- Administrative Costs
- Indian School Equalization Program (ISEP)
- Education construction grant projects less than $100,000, involving Minor Improvement and Repairs, Facility Improvement and Repair, Quarters Improvement and Repairs, and Portable Classrooms program projects.

Assists the DAG by providing oversight and monitoring the administration of programs and projects by grantees, tribal officials, program administrators, and other program officials to ensure that all requirements and conditions of the contracts and grants are executed according to the statutes. Provides expertise on, and ensures Internal Controls are developed and implemented at the School Operations Office and subordinate programs.

Provides expertise to the grantees and program administrators in self-evaluation and administrative reviews. Coordinates, and ensures that administrative reviews are conducted in conjunction with school programs and activities annually and provides expertise in areas identified for improvement.

Provides technical assistance on the annual report which includes: a narrative report, financial summary statement, and an annual A-133 audit.

Provides coordinated technical assistance to grantee's' performance to substantiate progress and compliance with laws, regulations, policies, and administrative requirements, and submits reports to the DAG. Assists with the evaluation of and provides guidance to schools on programs for performance progress and any changes, using information gathered from on-site visits, reviews of financial, progress, and other reports, correspondence and other sources.

Identifies potential or existing grant management problems, makes decisions on problems typically found in grants monitoring and compliance functions, evaluates the seriousness of major problems and reports to the Division of Acquisitions and Grants staff of significant findings, issues, and obstacles in achieving compliance with grant conditions and requirements.

Ensures the financial integrity of all funds received by the grantee by monitoring and providing appropriate training on provisions of the contract and grants conditions and requirements. Monitors and reviews expenditures for all monitored programs to ensure all funds are expended properly and in compliance with the conditions and requirements of the contractor grants and regulatory controls. On behalf of the DBD-IE ensures the program fidelity specifically identified in the special conditions of the grant.

Recommends actions, works with the DAG staff and coordinates with other appropriate staff, including education program specialists of various specialties, facility management specialists, and other specialists engaged in the process within BIE, in the resolution of any findings. Conducts follow-ups, and monitors the progress of corrective actions to ensure full and effective compliance.

Participates in and/or represents the DAG at conferences and meeting involving internal BIE, grantees, program administrators, Tribal officials, Tribal Council, and other stakeholders.

Establishes an integrated reporting system for all programs monitored and coordinates all required reports. Reviews and ensures the accuracy, validity, completeness, and timeliness of all reports and coordinates with DAG and other BIE staff as appropriate.

Provides assistance to DAG staff in the closeout of the contracts and grants including, but not necessarily limited to, a review and/or evaluation of the final report, and publications. Performs administrative work involving the administration or termination, and/or closeout of grants and/or grants assistance and agreement awards.

In conjunction with internal education program specialists and other specialists, provides training and expertise in area of responsibilities.

Provides technical and financial assistance to tribes.

C. FACTORS

1. Knowledge Required by the Position (Level 1-7, 1250 pts)

Demonstrated extensive knowledge and experience in applying a wide range of analytical and evaluative techniques to oversight and administration of grants and contract programs and projects, or other equivalent programs with the objective of optimizing its efficiency and effectiveness. Equivalent experience should reflect analytical/evaluative work involving application of range of quantitative/qualitative techniques to analyze and measure the effectiveness and productivity of programs and projects

Demonstrated knowledge of grants and contracts administration principles and procedures sufficient to assist the DAG in administering and management of all P.L. 100-297, Tribally Controlled School Grants; P.L. 95-561; Administrative Cost; ISEP; and Education construction grant projects less than $100,000, involving Minor Improvement and Repairs, Facility Improvement and Repair, Quarters Improvement and Repairs, and Portable Classrooms program projects.

Demonstrated extensive knowledge of P.L. 100-297, Elementary and Secondary School Improvement Act and the Amendments; and P.L. 95-561, Indian Education Amendments of 1978; P.L 107-110; P.L. 93-638 Reporting and Audit Requirements, and other related laws and statutes to ensure the grantees are in compliance with all the conditions and requirements thereof.

Demonstrated experience in providing training, technical assistance, oversight, expertise and consultation to leadership, program officials, Tribes, and auditors with the application/implementation of statutes, executive orders, regulations, and policy.

Individual must demonstrate cooperative audit resolution skills by using audit follow-up techniques that promote prompt corrective actions by Tribes, improves communication, fosters collaboration, and promotes trust between BIE and the Tribe.

Demonstrated knowledge of planning, scheduling, and tracking techniques to structure and monitor the effective and efficient execution of the programs.

Demonstrated extensive knowledge of the policies and procedures of the functional and administrative areas including grants, contracting, finance and accounting, etc., to coordinate and resolve difficult grants management related questions and problems, modify standard procedures to solve specialized requirements and solve a variety of contracting problems, including those requiring significant departures from previous approaches.

Demonstrated knowledge of information technology sufficient to establish monitoring and reporting control system input and retrieve budget and program information for monitored programs.

Demonstrated skill in collecting, analyzing and reporting data. Prepares regular and special reports or requested information required or requested by Congress, Department of Interior, Bureau of Indian Affairs or BIE. Reports may require extensive review of contracts and have a very short response time. Reports or responses must be accurate, comprehensive and timely regardless of the requestor.

Demonstrated skill in maintaining effective working relationships with both internal and external customers to serve as communication liaison for the monitored programs.

Demonstrated skill in written and verbal communications to explain/present status of programs, make presentation in public forums, etc.

2. Supervisory Controls (Level 2-4, 450 pts)

The incumbent works under the general supervision of the Grants Officer, who indicates general problems, overall objectives, and furnishes guidance on critical issues or policy matters. Receives technical assistance from the DAG. Incumbent consults with and advises the DAG on such aspects as priorities, requirements and milestones. Incumbent plans and carries out assignments independently, setting own priorities and coordinating/consulting as necessary. Independently resolves problems, and advises the DAG on progress of work and any potentially controversial issues. Coordinates corrective actions with responsible activities. Completed work is reviewed in terms of overall performance and effectiveness in meeting required timeframes and milestones.

3. Guidelines (Level 3-4, 450 pts)

Guidelines consist of basic legislation, attendant regulations, BIA/BIE and DOI policy directives and manuals, the Administration's goals, policies and written directives, which outline broad objectives relative to Indian program initiatives. General guidelines are found in the various titles of the Code of Federal Regulations (CFR), such as: 23, 25, 31, 41, 43 and 48 CFR; BIA/BIE Education Line Office memoranda; BIA/BIE manuals; Federal statutes, laws and codes, such as: Pub. Law 93-638, Pub. Law 100-297 as amended, Pub. Law 98-502, and Pub. Law 104-156; Office of Management and Budget (0MB) Circulars, such as: A-87, A-102, A-I 10; A-122, A-128, and A-133; and, the various program and contract/grant specifications. Guidelines provide the parameters under which the process or program should operate. However, because of the wide variations in the programs monitored, incumbent must employ ingenuity and originality in developing new or improved techniques for obtaining results and overcoming unusual problems where guidelines and precedents are lacking.

4. Complexity (Level 4-4, 225 pts)

Work involves the performance of a wide variety of oversight and monitoring functions for line education programs and ancillary support programs, BIE operated and Tribally Controlled under P.L. 100-297, which are operated and funded under many separate and different laws and statutes. Oversight and monitoring functions are complicated by multiple grants, grant requirements, programs and stakeholders, changing program standards and requirements, significant technical issues, management demands, multiple regulations and statutes with different specifications and requirements, conflicting priorities and time constraints, and conflicting interests of Federal, state, and Tribal governments and agencies.

The work involves duties requiring different processes and methods. These include the in-depth analysis of program performance in compliance with myriad of contracts and grants requirements and conditions, reporting requirements, and regulatory controls; budgetary constraints, regulatory limitations, and BIE policy and procedures. The incumbent makes decisions regarding the design of monitoring plans and assesses circumstances and data available, coordination and consultation. The incumbent makes decisions based on analysis of data, modification of procedures or resolution of incomplete data. Incumbent interprets considerable data, plans the work, and refines the methods and techniques to be used.

5. Scope and Effect (Level 5-4, 225 pts)

The purpose of the employee's work is to assist the DAG by providing contract expertise, oversight and monitoring the progress of P.L. 100-297 and P.L. 95-561 programs and grants that provide educational programs that meet the needs of Indian children. Employee's efforts affect the administration and conduct of these programs/projects important to the BIE objective for improving the education of Indian children. Through assignments and responsibilities performed by the employee, an orderly procedure for the review, monitoring, and management of grants are accomplished, regulatory controls and requirements are enforced, information is disseminated, personnel are trained, integrity and compliance of grants management and accountability are assured through monitoring and program reviews; quality of grant activities are determined by evaluation, validation and ongoing analysis and monitoring.

6. Personal Contacts (Level 6-3, 60 pts)

Employee contacts include professional educators and officials at the local, school, district, area/agency levels, training consultants, state and federal agency staff, DOI-Office of the Solicitors, Tribal Officials, parents and advocates in a moderately unstructured setting.

7. Purpose of Contacts (Level 7-3, 120 pts)

The purpose of the contact is to monitor, interpret and establish working and coordinating relationships with grantees, program administrators, Tribal officials, and internal staff involved in the process. To disseminate information, train and inform persons relative to statutory and regulatory provisions, conditions and requirements of grants and contracts. To observe program operations and administration, to gather information on progress toward schedules and objectives and to give expertise in resolving operating problems and to maintain a working knowledge of current trends in education. The employee may encounter resistance due to divergent viewpoints concerning issues such as organizational conflicts, politics, competing objectives, resource problems, or instructional techniques and processes. These situations require the employee to influence and motivate persons or groups by use of persuasion or negotiation techniques in order to obtain the desired effect, such as to gain compliance with statutes, regulations, grants and contracts.

8. Physical Demands (Level 8-1, 5 pts)

The work is sedentary. There is some walking, bending, carrying of light items such as papers, books, small items, or driving an automobile, etc. No special physical demands are required to perform work.

9. Work Environment (Level 9-1, 5 pts)

The work is usually performed in an office setting. This environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings or commercial vehicles such as planes or automobiles or commercial lodging. The work area is adequately lighted, heated and ventilated.

(Total Points: 2790)

D. OTHER REQUIREMENTS/CONDITIONS

The incumbent may be required to work other than normal hours as necessary to handle emergency situations or peak workloads. Appropriately handles and safeguards sensitive and/or classified information in accordance with regulations to reduce potential compromise. Work requires travel away from the duty station on field assignments. Travel involves transit via airplane and motor vehicle.

The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required.

Position is subject to Financial Statement requirements: Incumbent is required to file an OGE Form 450, Executive Branch Confidential Financial Disclosure Report upon entering the position and annually, in accordance with 5 CFR 2634, and Executive Order 12674, as modified by Executive Order 12731. Incumbent can file OGE Optional Form 450-A to meet the annual requirement, but must file the long form (OGE Form 450) every fourth year or general election year.

Position is subject to a favorable background investigation.

**FLSA Determination:** 5 U.S. Code § 551.206 Administrative exemption criteria covers administrative employee whose primary duty is the performance of office or non-manual work directly related to the management or general business operations, as distinguished from production functions, of the employer or the employer's customers and whose primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

This position is determined to meet this definition. Since the purpose of this position is to provide expertise and assistance to the DAG in the administration and management of Self-Determination contracts and grants under P.L. 100-297, Elementary and Secondary School Improvement Act, and P.L. 95-561, Indian Education Amendments of 1978, and other laws and statutes. Incumbent performs internal oversight and monitoring of assigned grants and contracts; provides expert analyst and advice to the Superintendent; reviews and evaluates grantee's performances for compliance with governing laws and policies; ensures integrity and compliance of grantee's financial management of funds; maintains an integrated reporting system for all grant programs and coordinates all required report; and serves as the liaise between grantees and the agency. Incumbent plans and carries out assignments independently, setting own priorities and coordinating/consulting as necessary. Independently resolves problems, and advises the DAG on progress of work and any potentially controversial issues. Incumbent coordinates corrective actions with responsible activities. Based on the described duties and responsibilities involving administrative work directly related to the business of the organization accompanied by a high degree of independence and discretion on assignments the

position fully meets the definition of 5 U.S. Code § 551.206 Administrative exemption criteria. **FLSA Designation: Exempt**

**BUS Code Determination:** Unit description for Bureau of Indian Affairs (BIA) in the current Bureau of Indian Affairs & FISE-AFT Local 4524 Agreement (dated October 2011) includes all professional and nonprofessional employees of the Bureau of Indian Affairs Central Office located at Washington, D.C., Reston, Virginia, and Albuquerque, New Mexico, excluding managerial officials, supervisors, and employees described in 5 U.S.C 7112(b)(2),(3),(4),(6) and (7).

This position does not meet any of the definition under 5 USC 7112 for exclusion from collective bargaining agreement. **BUS Code Designation: 1012**

**Telework Determination:** BIE has determined this position is suitable scheduled, situational and for emergency telework. **FPPS Code: 4**

# POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.: See item #24

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*: STATEMENT OF DIFFERENCES

3. Service: [ ] Hdqtrs [X] Field

4. Employing Office Location: Washington, DC

5. Duty Station: Shiprock, NM

6. OPM Certification No.:

7. Fair Labor Standards Act: [X] Exempt [ ] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [X] Employment and Financial Interest

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [ ] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: 5- MBI w/ childcare

13. Competitive Level Code: 619

14. Agency Use: Telework: 4

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---|---|---|---|---|---|
| a. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | | | | | | |
| c. Second Level Review | Grants Management Specialist | GS | 1109 | 11 | DAW | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

16. Organizational Title of Position *(if different from official title)*:

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of the Interior

a. First Subdivision: Assistant Secretary- Indian Affairs

b. Second Subdivision: Bureau of Indian Education

c. Third Subdivision: School Operations Division

d. Fourth Subdivision: ADD Navajo Schools

e. Fifth Subdivision: Tribally Controlled Schools

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*:

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor: Grants Management Specialist

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: Vicki Forrest, Deputy Bureau Director, School Operations Division

Signature: Date: 9/25/2015

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: Dorothy A. Willie, HR Specialist (Class)

Signature: Date: 9/25/15

22. Position Classification Standards Used in Classifying/Grading Position: PCS for Grants Management Series, 1109, November 2010; Cross-referenced to Contracting Series, GS-1102, December 1983.

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|---|---|---|---|---|---|---|---|---|---|---|
| a. Employee *(optional)* | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

Full Performance Level is GS-12. Indian Preference. IE00386 IE00387 Occasional Driver.

Subject to annual Financial Disclosure and Ethics Training requirements. BUS CODE: 1012

25. Description of Major Duties and Responsibilities *(See Attached)*

**STATEMENT OF DIFFERENCES**

## Grants Management Specialist
## GS-1109-11

**NOTE:** This is an advanced developmental level position, established for the purpose of training the incumbent for higher-level duties. This position is correctly classified as **GS-12** at the full performance level. When filled at the **GS-11** level the incumbent will function under closer supervisory control than described at the full-performance level. Exceptions are as follows:

A. REPRESENTATIVE DUTIES

Work assignments are designed to equip the incumbent with knowledge of School Operations Division functions and its programs, policies and objectives, as well as experience in the application of appropriate regulations and practices in area of responsibility.

B. FACTORS

2. Supervisory Controls

The incumbent works under closer supervision and guidance of the Deputy Bureau Director, School Operations Division, who sets overall objectives of the work, and from time to time may provide specific assignments with brief explanation of purpose. Incumbent personally sets deadlines for work done. The incumbent performs duties or assignments independently, referring only the most complex problems to the Deputy Bureau Director, School Operations Division. Many situations and conflicts arise which require the incumbent to determine best approach to resolve them. Work is reviewed only for its general effectiveness.

C. INDIVIDUAL DEVELOPMENT PLAN

A well-defined Individual Development Plan (IDP) will be developed that will include on-the-job and/or formal training. The incumbent will be promoted non-competitively upon satisfactory completion of the training and achievement of the required level of qualifications.

**FLSA DETERMINATION:** This position is determined Exempt from coverage under the Fair Labor Standards Act (see explanation on the Full Performance Level GS-12 PD).
**FLSA: Exempt**

**BUS CODE DETERMINATION:** The BUS CODE is determined to be 1012. (see explanation on the Full Performance Level GS-12 PD). **BUS CODE: 1012**

**Telework Determination**: BIE has determined this position is suitable scheduled, situational and for emergency telework. **FPPS Code: 4**

# POSITION DESCRIPTION ADDENDUM
# MOTOR VEHICLE OPERATION – INDIAN AFFAIRS

Title: Grants Management Specialist

Pay Plan/Series/Grade: GS-1109-12 Position Number: IE00386

Organization: School Operations Division/ADD Navajo Schools/Tribally Controlled Schools

Duty Station: Shiprock, NM

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The incumbent of this position will:
[Place an "**X**" next to appropriate category]

____ **Regularly** operate government vehicles or equipment to perform the duties of the position.

__X___ Occasionally operate a motor vehicle, but not on a regular basis.

_____ Not be required to operate a vehicle.

Employees occupying positions with the requirement to **regularly** operate a vehicle must successfully complete the web-based National Safety Council Defensive Driving Course every 3 years.

*All positions are subject to the Indian Affairs Motor Vehicle Operation Policy. Incumbents must be in compliance with all policy requirements depending upon position motor vehicle operation status.*

U.S. OFFICE OF PERSONNEL MANAGEMENT

INVESTIGATE POSITION DESIGNATION OF NATIONAL SECURITY AND PUBLIC TRUST POSITIONS (SUMMARY)

# Position Designation Record

| | |
|---|---|
| Agency | Department of the Interior; AS-IA; Bureau of Indian Education |
| Position Title | Grants Management Specialist |
| Series and Grade/Pay Band | GS-1109-12 |
| Position Description Number | #_____ |

Potential for Compromise or Damage

| Duties | Degree of Potential for Compromise or Damage |
|---|---|
| Investigation, oversight, and audits of government personnel, programs, and activities (includes access to complete investigative files) | • Conducts or assists in conducting Government investigations, inquiries, or audits of a routine nature, but has limited authority for independent action |
| Protection of government funds (fiduciary responsibilities or other duties, such as developing statements of work, with the potential for realizing significant personal gain) | • Obligates, expends, collects or controls funds or items with monetary value of over $1 million, but under $2 million, annually, where no controls or oversight are in place to limit potential impact; or $2 million to $10 million annually<br>• Audits or analyzes budgets or other financial records, with potential for moderate impact on government programs or operations<br>• Procures (or secures funding for) goods and/or services with monetary value exceeding $2 million, but less than $10 million, annually, the compromise of which could cause moderate impact on government programs or operations |
| Protection of personal, private, controlled unclassified, or proprietary information (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, Freedom of Information Act (FOIA), financial data, government information that is for "Official Use Only," or privileged information involving the award of contracts, contractor proprietary information, etc.) | • Access to personal, private, proprietary, or sensitive but unclassified/controlled unclassified information, the unauthorized disclosure of which could cause limited damage to individuals, business entities, or government programs or operations or any potential damage is limited to the local level |

Adjustment for Program Designation and Level of Supervision

| Adjustments | Label |
|---|---|
| **Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)** | Multi-agency impact |
| **Adjustment for level of supervision or other controls** | Periodic, ongoing review - ability to act independently a lot of the time |

Total Points Designation

| Label | Points |
|---|---|
| **Total Initial Position Designation Points from Step 2** | 17 |
| **Adjusted Position Designation Points from Step 3** | 17 |

Suitability

| Investigation | Form Required |
|---|---|
| MBI | SF 85P |

| Designator Notes/Justification/Comments |
|---|
| Position is subject to 25 USC Code 3207 and 42 USC 1304, therefore MBI-CNACI. Final Designation: MBI with Childcare. |

Signature: DWillie Date: 6/25/2015

Name: Dorothy A. Willie, HR Specialist (Class)