

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
IE00385

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 5- MBI	
								13. Competitive Level Code 725	
								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	13	DAW	
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
Grants Officer

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision School Operations Division
a. First Subdivision Assistant Secretary- Indian Affairs	d. Fourth Subdivision ADD Navajo Schools
b. Second Subdivision Bureau of Indian Education	e. Fifth Subdivision Tribally Controlled Schools
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	

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 Vicki Forrest, Deputy Bureau Director, School Operations Division	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Dr. Charles M. Roessel Director, Bureau of Indian Education
Signature 	Signature
Date 9/10/15	Date

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.

22. Position Classification Standards Used in Classifying/Grading Position
PCS for Grants Management Series, 1109, November 2010; Cross-referenced to Contracting Series, GS-1102, Dec 1983, General Schedule Supervisory Guide June 1998, April 1998.

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

Signature

Date
9/25/15

22. **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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Full Performance Level. Indian Preference.
Subject to annual Financial Disclosure and Ethics Training requirements. Occasional Driver. BUS CODE: 8888

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

GRANTS MANAGEMENT SPECIALIST GS-1109-13

Organizational Title: *Grants Officer*

A. INTRODUCTION

To meet its trust responsibility to Indian Tribes, Bureau of Indian Education (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.

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 Officer, responsible for managing and administering school grants and non-commercial contracts and activities in support of Bureau of Indian Education (BIE). Incumbent will be responsible for monitoring grants through standardized monitoring tools. Incumbent will be responsible for ensuring the completeness and submissions of standardized monitoring reports. Incumbent will be responsible for ensuring compliance of schools in the administration and management of Self-Determination non-commercial 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. Incumbent will be the signatory authority, audit resolution, and will make management decisions of audits. This includes supporting Tribally controlled schools by providing expertise in identifying areas needing improvement and the technical assistance to improve financial management.

The purpose of this position is to serve as the Grants Officer. Incumbent provides authoritative advisory services to BIE and contractors/grantees on the laws, regulations, policy, and procedures governing these processes associated with the effective transfer of BIE functions to the Tribes and Tribal organizations under Public Law 93-638, the Indian Self Determination and Education Assistance Act of 1975, as amended, and Public Law 100-297 Tribally Controlled School Act.

B. MAJOR DUTIES AND RESPONSIBILITIES

Serves as the senior advisor, and is certified Awarding Official, delegated unlimited authority for final awards of non-commercial contracts and grants developed by subordinate specialists under Tribally Controlled Act of 1988, as amended (Public Law 100-297, 25 U.S.C. §2501-2508 and 25 U.S.C. §2008A) for Tribally operated schools and programs. Functions extends from pre-award, to award and post-award activities, through contract and grant closeout, to include contract and grant retrocession, rescission and resumptions procedures. Projects typically encompass Adult Education, Higher Education and Scholarships, Johnson O'Malley, construction, various specialized education services, schools, and residential programs.

Participates in the development of and monitors the contract and grant management plan to assure timeframes, goals, and work requirements are met. Takes corrective action as problems arise to ensure accomplishment of the work. Assesses and recommends policies and procedures to carry out assigned program segment, and to improve quality, timeliness, and efficiency of work. In consultation with the supervisor, identifies needs for changes in program plans and priorities, and takes actions to implement such changes.

Plans and manages the reviews and on-site audits of Public Law 93-638 and 100-297 non-commercial contracts and grants to determine overall effectiveness and efficiency, and compliance with applicable laws, regulations and policies. Initiates and enforces compliance and/or corrective actions as necessary.

Makes decisions as the Awarding Official, and proceeds when deficiencies warrants with appropriate action up to and including placing contractors/grantees on high risk or resumption of the program.

Ensures that internal/external audit reports are resolved and dispositioned in a timely manner, while fully protecting the U.S. Government's interests. Provides oversight and ensures that contractors comply with Pub. Law 98-502 (The Single Audit Act of 1984) and Office of Management and Budget (OMB) Circular A-128, which implements Pub. Law 98-502, and Pub. Law 104-156 (Single Audit Act Amendments of 1996) and OMB Circular A-133 which implements Pub. Law 104-156. Provides oversight of technical assistance to contractors/grantees in resolving audit findings in a timely and effective manner.

Provides leadership to subordinates in planning and developing timely responses to FOIA inquiries, OMB, Inspector-General, General Accounting Office, Congressional, Tribal, and other inquiries from higher levels concerning assignments.

Develops and administers the training and development of specialists in BIE. . . Ensures that all training and educational requirements are met to assume levels of delegation in accordance with the laws, regulations and policies.

Stays abreast of Indian Self-Determination and Tribally controlled school grant issues, which involves continuous research and analysis of regulations, authorities, correspondence, historical records, decisions of the Comptroller General, Boards of Appeals, treatises, laws, and articles on Government non-commercial contracts and grants to maintain current knowledge of the contract/grant field to serve as primary source on such for BIE.

Provides leadership on, and ensures all final non-commercial contracts and grants are comprehensive and meets all requirements and needs of the parties involved, and decisions concerning all phases of non-commercial contracts and grants from preaward to termination or close-out are documented and completed.

Serves as the primary negotiator, and provides leadership on development of negotiation plans and strategies, including terms and conditions covering program requirements, performance criteria and evaluation, business controls, contingencies, timelines, milestones and goals, etc.

Provides leadership on general training of contractors/grantees, internal BIE staff and program officials and Tribal organizations concerning contracting/grant laws, regulations, policies, and procedures.

Attends Tribal Council meetings, Tribal Business Committee meetings, School Board meetings, and other contractors/grantees' meetings to represents the BIE. Advises on, works with or ensures coordination are conducted as necessary with BIE management and staff members the contractors/grantees' concerns, initiatives and difficulties.

Exercises first line supervision over several employees and exercises full supervisory responsibilities, including:

- Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules.
- Assigns work to subordinate employees based on priorities and consideration of difficulty and requirements of assignments.
- Balances workload and provides advice, guidance, and direction on a wide range of work and administrative issues.
- Exercises authority for personnel actions such as filling vacancies, promotions, details, awards, and reassignments.
- Establishes and maintains performance standards; holds employees responsible for completion work assignments; and completes appraisals of their performance.
- Recommends awards when appropriate.

- Hears and resolves employee complaints and refers serious unresolved complaints to higher level management.
- Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters.
- Prepares documentation to support actions taken.
- Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance.
- Encourages self-development.
- Approves leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time.
- Promotes an environment in which employees are empowered to participate in and contribute to effective mission and organizational work accomplishments.
- Discharges security responsibilities by ensuring proper education and compliance with security directives for employees.
- Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates.
- Periodically reviews Position Descriptions and Employee Performance Appraisal Plan (EPAP) to ensure accuracy, and the most effective utilization of personnel resources.

C. FACTORS

1. Knowledge Required by the Position (Level 1-8, 1550 pts)

Expert knowledge of the principles and practices of management, analysis and evaluation plus the incumbent must have the skill to apply these principles to managing non-commercial contracts and grants and activities, and in determining the extent to which the ADDs or its tribal constituency is in compliance with existing legislative, regulatory and policy guidelines as they relate to the furtherance of the national policy of Indian Self-Determination and the implementation of related initiatives.

Comprehensive knowledge of Public Law 93-638, the Indian Self-Determination and Education Assistance Act of 1975, as amended, and the Tribally Controlled Act of 1988, as amended, and Public Law 100-297 (25 U.S.C. §2008a and 25 U.S.C. §2501-2508, as amended, respectively) for tribally operated schools and programs.

In depth knowledge of contracting/grant negotiation, administration, and termination principles, policies, procedures, technical requirements and program capacity development applicable to a variety of Public Law 93-638 and Public Law 100-297 contract/grant actions.

Knowledge of business practices and conditions such as budget, finance, and human resources, and program or technical requirements to perform or coordinate evaluations of the financial and technical capabilities, or the performance of the contractor/grantee.

Knowledge of the methods and techniques of data collection, fact-finding, analysis, and resolution of complex contract/grant problems, and write complete reports with recommendation.

Knowledge of Tribal government, its organizational concepts, individual constitutions and by-laws and Tribal organizations.

Knowledge of information technology sufficient to establish an administrative and reporting control system input and retrieves budget, financial and program data for administered non-commercial contracts and grants.

Ability to apply precedents found in the Federal Government case law to specific contract/grant situations to insure that legally binding decisions are consistent, justifiable and will be upheld in the courts or boards.

Knowledge of supervisory principles and techniques to successfully supervise and administer a program.

Skill in maintaining effective working relationships with both internal and external customers to serve as communication liaison for administered non-commercial contracts and grants; and of the principles and practices of team building.

Skill in written and verbal communications to explain/present status of non-commercial contracts and grants, make presentations in public forums, etc.

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

The Deputy Director, School Operations provide administrative direction and makes assignments in terms of broadly defined program functions, and long range goals and objectives; requirements stem from BIE mission and policy. The incumbent carries out assignments independently, coordinating all elements of assignments, and represents BIE within area of authority. Controversial issues are reviewed and coordinated with the supervisor, as appropriate, and work is reviewed for adherence to overall policy and objectives. Work products or recommendations made by the employee are considered technically authoritative and reviewed for compatibility with program objectives and goals.

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

Guidelines include, but are not limited to:

- Public Law 93-638 Act, as amended, and its implementing regulations and policies
- Public Law 95-224, Federal Grants and Cooperative Agreement Act
- Public Law 98-502, the Single Audit Act of 1984
- OMB Circulars A-102, A-128, and A-87
- Departmental and Indian Affairs' manuals, handbook, policies, and procedures
- BIE policies and procedures
- Program and contract/grant requirements

Related guidelines are also found in issuances by OMB, Department of Education, State and Tribal governments, precedents, and practices in Tribal contracting and grants.

Guidelines are frequently inadequate in dealing with problems/issues, requiring ingenuity and originality in interpreting, modifying, and extending guides, techniques and precedents. As the Grants Officer, incumbent uses experienced judgment and initiatives in applying principles underlying the broad guidelines, as in the review and evaluation of concerned contract/grant programs and activities of contractors/grantees, and within BIE; in deviating from traditional practices and techniques; or in researching area of specialty and trends to develop new approaches, criteria, policy and procedures.

4. Complexity (Level 4-5, 325 pts)

Serves as Grants Officer, delegated unlimited authority for final award of non-commercial contracts and grants, and responsible for the management of Tribal Self-Determination programs and activities for BIE. In that capacity, the incumbent has the responsibility for advisory and technical guidance in the overall coordination, direction and control of the diverse and inter-disciplinary activities relating to Public Law 93-638 (The Indian Self-Determination and Education Assistance Act of 1975), as amended and Public Law 100-297 Tribally Controlled School Grants. Responsible for assuring that administrative and program functions of the BIE are performed effectively and in accord with established laws, policies and procedures. Responsibilities cross the complete spectrum of BIE operations and involve the participation of most program administrators and managers, as well as, Tribal Organizations and Tribal Councils and their administrative staff. Performance of duties by the incumbent will facilitate the work of

other personnel involved in the furtherance of Indian Self-Determination through the transfer of BI functions and services to tribal operation through an established contract, including construction contract, and grant process. Decisions and actions of the incumbent may have a far reaching effect upon the mission of BIE as a whole in this area, and the policies and procedures employed may influence non-commercial contracts and grant operations in other areas. Fulfillment of assigned duties will result in the provision of competent tribal grant schools and programs geared toward meeting the needs of the Indian people and strengthening Tribal Self-Determination in light of desired goals.

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

The purpose of the work is to furnish advisory services; develop, coordinate, negotiate, and award a variety of non-commercial contracts and grants; administer and evaluate the administration and management of the programs/projects; resolve problems/issues and disputes; plan and carry out related activities under Public Law 93-638 and Public Law 100-297 in support of BIE. Work products affect the effectiveness and efficiency of contracting and grant support to BIE as well as the effective transfer of BIE functions to the Tribes and Tribal organizations under Public Law 93-638, the Indian Self Determination and Education Assistance Act of 1975, as amended, and Public Law 100-297 Tribally Controlled School Act.

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

Personal contacts include a variety of specialists, managers, officials, or groups from outside the employing agency in a moderately unstructured setting, e.g., the purpose and extent of each contact is usually different, and the role and authority of each party is identified and developed during the course of the contact. Contacts at this level include contractors/grantees, specialists, auditors, Tribal governments and entities, Tribal attorneys, education boards and committees, State, local and Tribal governments, professional organizations, or other Federal agencies, e.g., other departments or activities outside the Bureau.

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

The purpose of contacts is to provide advisory and technical assistance to BIE management and program officials. Contacts are also made to provide business advice, conduct conferences, obtain information necessary for preaward evaluation, conduct fact-finding, negotiations, and resolve numerous problems and disputes during administration. Internal contacts include are to advise on developing requirements, terms and conditions, and evaluation criteria for contractual/grant actions, evaluate proposals, and prepare negotiation strategies. The incumbent must be skillful in dealing with individual or groups, that are frequently uncooperative, have different objectives or represent divergent interest, and must be persuasive in all phases of the non-commercial contracts and grants.

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

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there is occasional walking, standing, bending, carrying light items such as reports or files, or driving an automobile. No special physical demands are required to perform the work.

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

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as conference rooms or offices, or commercial vehicles, e.g., use of safe work practices with office equipment; avoidance of trips or falls; observance of fire regulations, traffic signals, safe driving practices, and similar practices.

(Total Points: 3190)

D. OTHER WORK CONDITIONS AND REQUIREMENTS

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 may require travel away from the duty station on to conduct business. Travel may involve transit via airplane and motor vehicle. Occasionally, incumbent maybe required to drive a motor vehicle to conduct work away from duty location. A valid State Driver's license is required when operating a motor vehicle on the job.

Position is subject to a favorable background investigation.

FLSA Determination: In light of program management and supervisory responsibilities, this position fully meets the §551.205 Executive Exemption criteria. The incumbent (1) customarily and regularly direct the work of 2 or more employees, and (2) exercise first line supervisory authorities including the hiring, firing, advancement, promotion, or any other change of status of these employees. **FLSA Designation: Exempt**

BUS Code Determination: Unit description for Bureau of Indian Education (BIE) 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 operated schools under the Office of Indian Education Programs (aka BIE), including security guards ; excluding temporary employees of less than 90 days, management officials, supervisors, and employees described in 5 U.S.C 7112(b)(2),(3),(4),(6) and (7).

This position is a supervisor position, and is specifically excluded from union membership by 5 USC 7112. **BUS Code Designation: 8888**

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-1109-13 Position Number: IE00385

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

Duty Station: Shiprock, NM

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 GS-1109-13
 Band
 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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 Audits or analyzes budgets or other financial records, with potential for moderate impact on government programs or operations 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.)	<ul style="list-style-type: none"> 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

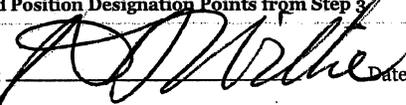
Adjustments	Label
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Multi-agency impact
Adjustment for level of supervision or other controls	Periodic, ongoing review - ability to act independently a lot of the time

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

Signature:  Date: 7/7/2015

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