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

1. Agency Position No. S000023

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

Explanation *(Show any positions replaced)*
Standard Position description #S000023

3. Service: [ ] Hdqtrs [X] Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

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

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

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

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

11. Position Is: [ ] Supervisor [ ] Managerial [ ] Neither

12. Sensitivity: [ ] 1--Non-Sensitive [ ] 2--Noncritical Sensitive [X] 3--Critical [ ] 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

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						
d. First Level Review	Grants Fiscal Officer	GS	0501	13		
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
U.S. Fish and Wildlife Service

b. Second Subdivision
Region

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature | 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.*

Typed Name and Title of Official Taking Action

Signature | Date

22. Position Classification Standards Used in Classifying/Grading Position

Job Family PCS for Professinal and Administrative Work in Accounting and Budget Group, Dec. 2000; USOPM GSSG, TS-123, April 1993.

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 Standardized Position Description Servicewide (FPL GS-13)

Approved for use as a standarized position description

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

Replaced/Replaced with SPD #S000410

Standard Position Description #S000023

Grants Fiscal Officer, GS-501-13

Introduction

This position is located in the Division of Federal Aid. The Federal Aid program is conducted in accordance with Federal legislation including: The Federal Aid in Wildlife Restoration Act; The Sport Fish Restoration Act; The Coastal Wetlands Planning, Protection and Restoration Act; The Partnerships for Wildlife Act; The Endangered Species Act; The Anadromous Fish Conservation Act; The Clean Vessel Act; and The Fish and Wildlife Conservation Act. This body of conservation legislation provides for the administration and distribution of user generated and appropriated funds to state resource agencies in support of fish and wildlife restoration, management, or conservation activities. In this regard, the Federal Aid Program works with natural resource organizations in the States (and eligible Territories) of the Region to develop, approve, and monitor grants for the protection and enhancement of fish and wildlife resources and their habitat. The Division administers hundreds of grants totaling to tens of millions of dollars annually to State (and Territory) resource agencies within the Region.

The incumbent manages and directs, the Fiscal Branch of the Division of Federal Aid, and ensures that funds are applied to state fish and wildlife resource objectives in an efficient and legal manner. The incumbent serves as the Region's program lead for auditing and financial administration, working closely with State (and Territory) governmental agencies to ensure that grants, grant programs, and financial tracking systems meet legal and regulatory fiscal requirements. The position is a key element in making the Federal Aid partnership functional and sound. The incumbent must be professional, creative, and responsive to the needs of the Service and the grantees. Collaborative decision-making in a manner consistent with the Program's mission and regulations is required on issues which affect the organization and management of the Federal Aid program. The incumbent is ultimately responsible for financial administration of the grants program and reports directly to the Division Chief.

Major Duties

- Serves as the technical authority for all audits and financial management functions. As such, provides leadership, direction, advice, and guidance to grant managers and Federal Aid staff, fiscal specialists, and accounting technicians, as well as State/Territory financial and project managers, on all aspects of financial activities and all aspects of audit design, conduct, and resolution, within the Federal Aid program.

- Coordinates the design, development and implementation of grants management policies, procedures, and practices, and provides assistance to State/Territory agencies and local governments as well as program personnel with the interpretation and implementation of grants management policies.

- Serves as the agency's representative on the financial aspects of grants management to State/Territory agencies and local governments, and public and private organizations in the administrative grant approval, review, and audit process. Serves as the agency's technical representative in cases being litigated.

- Ensures that grantees are able to carry out their Federal Aid grant programs in accordance with applicable legislation, regulations, and standards as identified in the Federal Aid handbook. In this role, the incumbent appraises grantees of laws, regulations and standards, provides interpretive guidance, and advises grantees and Federal Aid grant managers when compliance is not adequate. Incumbent is responsible for resolving conflicts and problems that arise with grantees in the day-to-day management and administration of funds. The incumbent either has the authority or makes recommendations to suspend, terminate, or disapprove grants, until adjustments are made.

- Serves as financial management consultant and authoritative expert to grantees and sub-grantees regarding: tracking, monitoring, and use of grant funds; application of financial legislative and regulatory mandates for grant administration; internal control systems; financial policies; and sound fiscal management practices. Ensures that their fiscal and internal control systems are competent to meet program requirements by providing assistance in pre-award planning/preparation, budgeting, application procedures, project approval, grant implementation, grant monitoring and evaluation, and audit resolution.

- Ensures program compliance, provides technical assistance, identifies options, and makes recommendations on grant preparation, property accountability systems, and other administrative matters through site visits, workshops, training, and other management assistance services. Devises new approaches for providing assistance to grantees.

- Serves as liaison for single point audits. For program audits, designs and implements pre-audit surveys to identify problem areas and areas for special emphasis, and to determine the scope of contracted audits. Leads the pre-audit survey, thereby assigning Federal Aid team members to survey particular grant management areas (e.g., eligibility, compliance, quality control, consistency of application across grant programs, etc.).

- Identifies and evaluates trends of findings in audits that can be incorporated in future pre-audit surveys for the Federal Aid audit program. Conducts program analyses and writes associated reports.

- Designs and develops various audit procedures to ensure that: the Service expends and accounts for funds appropriated to specifically approved programs; States/Territories are meeting matching requirements; etc. Initiates grants management audits. Works closely with contracted independent auditors, Federal Aid staff, and State/Territory grant recipients during audits to assure a high level of coordination and communication and to assure full and complete audits. In this working relationship, the incumbent explains the grant programs and the pre-audit survey results to auditors and presents them with all the information necessary to assure an appropriate scope of audit. Incumbent determines the scope of audits and makes any necessary adjustments to that scope as audit results become available. The incumbent provides progress reports to all parties.

- As the primary point of contact on all auditing matters, the incumbent is the responsible official for reviewing State/Territory audit reports and determining the validity of findings. He/she establishes follow-up actions to resolve findings in an appropriate and timely manner. This includes negotiating resolutions with grantees, as well as maintaining a follow-up review system that assures compliance by the State/Territory.

- Develops policy and procedures for complex, cross-program interim reviews of State/Territory projects and financial management systems to ensure compliance with

Federal Aid statutes, OMB regulations, and audit resolutions.

- Leads the conduct of financial management reviews of State/Territory projects and financial systems for grant programs. These reviews include checks for: integrity, accuracy, completeness, and availability of funds; assurance that funds allotted are in accordance with laws, regulations, and policies; and assurance of consistency with accepted accounting principles. Is responsible for organizing, making assignments, conducting and reporting, and closing out field reviews of grantee accounting systems, hunting and fishing license certification, and real property accountability. Conducts analyses, writes reports, and takes necessary action to ensure that States/Territories are in compliance with regulations.

- Reconciles, or oversees the reconciliation of, all the cost accounting systems used by Federal Aid and the States/Territories. Maintains, or directs the maintenance of, complex apportionment ledgers and reversion records unique to Federal Aid grant programs, including the "Federal Aid Information Management System (FAIMS)," and monitors grantee obligations and draw downs through the electronic funds transfer system, utilizing the Program Management System (PMS) through Health and Human Services. Prepares and maintains or directs maintenance of complex official financial records concerning apportionments/awards, expenditures, recoveries, reversions, balances, and payments to State/Territory agencies. Develops, or oversees the development of, financial projections, estimates, and status reports for grantee use in fiscal program management.

- Advises State agencies of apportionment/award balances and develops strategies to ensure the timely obligation of funds to prevent reversions. Oversees safety margin process to determine length of time funds are available to States and to avoid inadvertent reversion. Determines time and amount of funds reverting to the Fish and Wildlife Service.
- Is the Region's program authority on program income, and direct and indirect costs. Provides technical guidance to grantees on when, if, how, and under what circumstances program income may be appropriate, and ensures income is properly credited to grants.

- Manages the preparation and issuance of grant awards to certify that: 1) all financial management, legal, regulatory and policy requirements are complied with; 2) award amounts are accurate and appropriate; and 3) funds are available. Negotiates the schedule, oversight and review, and administrative and fiscal terms for grant awards.

- Manages closeout review of completed grants, making appropriate adjustments or disallowances and ensuring proper disposition of property.

- Serves on national teams established to solve fiscal and auditing problems by developing national program guidance.

- Manages the administrative functions of the Division of Federal Aid to include such activities as providing assistance to the Chief of Federal Aid in development of the annual budget and subsequent monitoring of expenditure of funds; preparing annual work plans; reviewing and coordinating contracts for the Division; etc.

- May serve as a supervisor, which includes duties such as assigning work, developing performance standards and evaluating work, interviewing candidates, making selections, identifying training needs, resolving complaints, effecting disciplinary actions, etc.

Factor 1 – Knowledge Required by the Position

Mastery of financial management practices, auditing and accounting practices, and State/Territory cost accounting and property management systems, sufficient to serve as technical authority for all audits and financial management functions. This includes knowledge of the various approaches to accounting systems used by State/Territory fish and wildlife agencies in order to evaluate, track, monitor, and determine whether grantees' financial internal control systems meet program requirements and to make appropriate authoritative recommendations for improvement of internal controls and modification of accounting systems.

Mastery of accounting principles, practices, and procedures used in the fiscal administration of Service programs, as well as mastery of the unique financial management systems used by Federal Aid to maintain fiscal records and to make payments to the States/Territories. This includes knowledge of the Federal Aid information management system, the Service's financial system, and Health and Human Services payment management system, which are used to track and monitor funds, transfer funds, and reconcile accounts.

Comprehensive knowledge of a broad range of complex statutes, regulations, principles, procedures and policies pertaining to grants administration and compliance. These include the pertinent grants-in-aid acts and their implementing regulations, as well as policies, standards, and principles outlined in the Federal Aid Handbook, the Federal Grants Management Handbook, Executive Orders, OMB Circulars, audit legislation, and related Departmental regulations and procedures. Knowledge must be sufficient to perform the full range of grant management and auditing functions, to analyze issues pertaining to compliance, to identify audit resolution alternatives, to develop solutions to prevent reversions, and to recommend courses of action on a variety of complex grant issues.

Knowledge of the Treasury Department's rules and regulations used in grant-in-aid programs for disbursement of funds to grantees.

Knowledge of State/Territory fish and wildlife organizations and administrative procedures so as to have an understanding of actual and potential operational problems as they would affect development of successful grants management approaches to unique or complex situations.

Skill and diplomacy in meeting and dealing with a variety of officials from all organizational levels (e.g., State/Territory Directors and other officials, contract auditors, and State/Territory program managers) in situations requiring tact to maintain strong partnerships among all involved parties.

Ability to function as interpreter and liaison between employees with different backgrounds and points of view such as those with biological backgrounds (e.g., grant managers and fish and wildlife managers in the States/Territories) and those with accounting/auditing backgrounds (e.g., contract auditors).

Some positions may require supervisory knowledge sufficient to manage individuals with different skill levels and backgrounds.

Factor 2 – Supervisory Controls

The incumbent works under the general supervision of the Chief, Division of Federal Aid, and is responsible for independently planning and organizing work and developing deadlines to accomplish long-range objectives and meet continuing responsibilities assigned to the position. He/she carries out work independently, determining the approach to use, resolving and reconciling conflicting activity and administrative requirements, and coordinating with others as appropriate. The incumbent is required to interpret policies and regulations independently, considering the objectives of the work assignment. He/she only alerts the supervisor to issues which are potentially controversial or have far-reaching implications. Completed work is considered technically authoritative and is implemented with limited review in terms of achieving expected results. The incumbent is the Regional technical expert and is relied upon by the supervisor for expertise and accomplishment of program goals. He/she is evaluated based on overall contribution to the accomplishment of the Division's mission.

Factor 3 – Guidelines

Guidelines consist of general policies, regional operating goals and objectives, work activity guidance, project files, the FWS Federal Aid Handbook, the Federal Grants Management Handbook, Federal laws and regulations, various Departmental regulations, Executive Orders, and OMB Circulars. Since guides are broad in application, the incumbent must interpret and analyze them in light of current conditions and their application to the specific State/Territory, Regional, or Service activities being reviewed. The incumbent is the sole technical expert concerning fiscal matters in the Division and, as such, must independently determine which guidelines may be appropriate and the manner in which the guidelines are to be applied. Modification of guidelines may be necessary so that they can be applied to complex situations that arise. The incumbent must exercise judgment in interpreting and applying guidelines containing ambiguous or conflicting instructions to specific budgetary transactions.

The incumbent provides advice and guidance to grant managers, State/Territory grantees, and auditors on the application and interpretation of guidelines. He/she is responsible for evaluating the efficiency of guidelines, surfacing problems, and researching and recommending changes to Service, State/Territory, Regional or Federal Aid policies and procedures regarding financial management, expenditure control, auditing, etc. The incumbent implements new policies and procedures within the Federal Aid program. Agency guidelines require audit activities but do not prescribe procedures or specific standards because of the variety of accounting systems encountered. When guidelines are not adequate for a given problem area, the incumbent develops the necessary guidance for use by Regional grant managers and grantees. He/she also serves on National teams established to develop national program guidance for resolving fiscal and auditing problems.

Factor 4 – Complexity

Assignments are diverse and involve a wide range of complex administrative and programmatic responsibilities where the incumbent is expected to develop solutions in situations void of precedents or clear-cut guidance. Work involves the consideration of legal and regulatory constraints, methods for obtaining and distributing the different sources of funds, the duration of

funds, and proposed uses of requested funds and fluctuating time frames and deadlines. The incumbent must exercise creativity and experienced judgment in selecting the appropriate analytical technique or in developing new techniques in order to solve unusual problems. He/she must give authoritative advice using tact and diplomacy in order to meet major objectives including the integrity of the grants program.

Regulations in the field of grant management are continually changing. The incumbent must keep abreast of these changes as they fiscally affect the various programs. New or revised regulations must be interpreted and their impact on six different Federal grant programs assessed. The incumbent must work with new, highly visible, competitive grant programs necessitating modification of former grants management techniques to meet goals of new legislation.

Grant funding totals to tens of millions of dollars annually. Six different Acts establish the laws by which grants and grant funding are managed. Accounting systems used to track, monitor, and reconcile funding are located in the Fish and Wildlife Service's automated financial system, the Service's automated Federal Aid records system (FAIMS), Health and Human Services (electronic funds transfer), and the States/Territories. The systems differ widely with regard to content, operating procedures, requirements, and levels of complexity. Each State/Territory's accounting system is unique and must be understood by the incumbent in order to assist constituents in developing workable grants management approaches within the constraints of each State/Territories' business management system. Specialized approaches must be used to assure that safety margins are adequately maintained and funds are not inadvertently reverted.

Pre-audit surveys (as well as interim financial reviews) are designed around the individual accounting systems and attendant problems. The incumbent alerts contract auditors to unique system requirements and provides them with information that is specific to the audit. He/she serves as liaison for the Federal Aid program, auditors, and State/Territory grantees. As such, the incumbent must comprehend the guiding principles and policies of the Fish and Wildlife Service, the Federal Aid program, grants-in-aid, fiscal management, accounting systems, auditing, and State/Territory fish and game management and organization. In formulating recommendations, the incumbent is required to make decisions and draw conclusions on a wide range of program activities and conditions.

Factor 5 – Scope and Effect

The purpose of the position is to account for and maintain accountability for grants-in-aid funds via financial management activities and audits of grantees' programs and accounting systems. The incumbent is directly responsible to the Chief, Division of Federal Aid, for proper allocation, use and fiscal control of tens of millions of dollars annually in Federal grant funds. He/she analyzes a variety of complex grants and issues and establishes goals, timetables and criteria to monitor, evaluate and provide guidance to the Federal Aid Office and States/Territories regarding the use of administrative and grants-in-aid funds. These recommendations are meant to ensure that the grants-in-aid program operates efficiently and is cost-effective in accomplishing National and Regional activity goals by assuring that funds are obligated in a timely manner and do not revert. Moreover, timely application of accurate fiscal procedures is essential to ensuring compliance with Congressional intent.

Grant administrative requirements have a significant impact on grantees since Federal funds constitute a significant amount of these organizations' total funding. The grants-in-aid programs are critical for the successful operation of multiple resource programs such as research, land acquisition, and area management and development in the States/Territories of the Region. The incumbent's recommendations and decisions regarding issues that stem from audits and that arise in the day-to-day administration of grant programs affect the States'/Territories' ability to manage resources. The work also impacts the Regional Federal Aid program and the management of accounting systems within multiple departments within the Regional States/Territories. Decisions made can set national precedents for grants-in-aid as the States/Territories are well aware of management practices across Regional boundaries.

Factor 6 – Personal Contacts

Contacts are made on a frequent and continuing basis with: co-workers such as biologists, grant managers, accountants, and program managers; Regional, interregional and Washington Offices; high level officials of other Federal agencies such as the Office of the Inspector General, General Accounting Office, and the U.S. Treasury Regional Disbursing Offices; State/Territory and contract auditors; and State/Territory and D.C. Fish and Wildlife Department officials, including high level Directors.

Factor 7 -- Purpose of Contacts

Contacts are for the purpose of managing grant activities, training, exchanging information, coordinating work efforts and plans, assessing adequacy of activities, providing technical advice and guidance, clarifying policy, recommending policy changes and needs, identifying issues for audit, and exploring commonalities and solutions in resolving sensitive problems. Contacts also involve negotiating and influencing or persuading others (e.g., managers within Federal Aid, managers in other Programs and Regions and within other agencies, and managers in the States/Territories receiving contracts and grants), often with differing viewpoints, to adopt a particular course of action, or change of direction, in matters involving controversial issues or having considerable consequence (e.g., continued eligibility of a State/Territory in diversion situations, development of a course of action to resolve such situations, negotiation of resolutions of audit/review findings).

Factor 8 – Physical Demands

Work is primarily in an office environment where the incumbent often is working under considerable pressure. The work itself is sedentary, accomplished at a desk and utilizing computers for extended periods. Frequent travel is required for on site reviews and technical assistance visits to grantees.

Factor 9 – Work Environment

Work is performed in an office environment with considerable travel to attend meetings and to review field station and grantee operations. The incumbent is required to operate a motor vehicle and use public air transportation when traveling to attend meetings, monitoring grantee programs, and assisting grantees as required in problem areas. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.