



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

---

**Projects and Grants Analyst**

**Class Code: 1513  
Work Days: 225**

**GENERAL PURPOSE**

Supervise, plan, analyze, and coordinate accounting functions and requirements for categorical programs and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over technical and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures
  2. Serve as major liaison between program managers and state, federal, and local agencies related to the planning and implementation of categorical programs.
  3. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
  4. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
  5. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing projects and grants services; prepare work schedules for appropriate staff.
  6. Conduct a variety of special projects; research, collect, interpret, and analyze data and prepare and present reports.
  7. Support year-end closing process, prepare and present information that impacts budget.
  8. Organize and schedule trainings, workshops, and meetings and assist in their development and implementation; develop and prepare related materials.
-

---

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

9. Maintain records pertaining to programs and activities; compile reports and statistical information.
10. Stay abreast of new trends and innovations related to categorical programs and school business.
11. Demonstrate attendance sufficient to complete the duties of the position as required.
12. Perform related duties similar to the above in scope and function as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Principles of effective supervision, leadership, training, coaching and performance evaluation.
2. Budget development, accounting, and expenditure control principles, practices, and methods.
3. Current needs, policies, initiatives, and trends in public education.
4. Procedures, methods, and techniques of management and organization.
5. Pertinent federal, state, and local laws, codes, regulations, and standards/principles.

### **Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Manage multiple competing priorities efficiently and effectively.
4. Establish and maintain effective working relationships with various constituencies.
5. Understand, interpret and explain laws, codes, contracts, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

---

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or related field, and four years of increasingly responsible experience in educational business service management.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is variably paced with moderate to high pressure.

5/2018