



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Director  
Employee Benefits

**Nicole Fleck**  
Labor Negotiator

REVISED 9/12/2022

City Service Commission Meeting: September 13, 2022

### Department of Administration

Current	Recommended
Grant Monitor PR 2GX (\$52,498 - \$73,504) (1 Position)	Grant Compliance Manager 2KX (\$67,763 - \$94,870) FN: Recruitment is at \$74,539 (1 Position)

Note: Residents receive a rate that is 3% higher.

### Background

The Department of Employee Relations has received a request to repurpose one position of Grant Monitor (Pay Range 2GX \$52,498 - \$73,504) in the Department of Administration – Office of African American Affairs, to Grant Compliance Manager (Pay Range 2JX \$63,585 - \$89,016). A job description was provided and discussions were held with Darryl Davidson – Community Engagement and Achievement Collaborative Manager, and Tobie Black – Administrative Services Coordinator.

### Duties and Responsibilities

The Grant Compliance Manager provides direct assistance to the Director to ensure compliance with the City's Office of African American Affairs Grant Reporting under all of its federal Advancing Health Literacy grant programs. The Grant Compliance position acquires and maintains knowledge of funded programs and procedures, grant regulations and computer related programs necessary to: (1) train and supervise the Grant Monitoring staff, and (2) comply with Federal, State and City reporting requirement and produce reports.

- Assist in Grant Development, Grant Compliance and Grant Reporting.
- Coordinates or assist in coordinating the development and completion of required grant applications and required grant annual reports.
- Prepares (or assist in preparing) various programmatic reports that provides the Director and funding sources with detail analysis of grant programs and community effectiveness.
- Properly and competently supervise the program monitoring staff in the proper and competent management, monitoring and evaluating of various funded programs, including providing technical assistance to funded organizations, follow up and resolution of issues.
- Coordinates public announcement and public hearings involving the review of all proposed grant programs.
- Assist City Office of African American Affairs to identify grant opportunities and apply for grants and ensure compliance with grant requirements.
- Oversees the use of the eCivis grants locator system for coordinating grant-based initiatives with non-profits organizations and other units of government.
- Performs other duties as assigned by the Director of Office of African American Affairs.

- The Grant Compliance position along with the Grant Monitor position coordinates the proper and competent management of the day-to-day activities of the office, including proper maintenance and preserving programs records.
- The Grant Compliance position regularly and continuously measure and evaluates specific particular operational activities against broad policy positions of the Mayor and Common Council and other policy making bodies. This requires a knowledge and understanding of these policies and the ability to extract, translate and develop, from these broad general policies, specific guidelines for the analysis of the specific particular programs. This is a critical and integral part of all the duties and analytic responsibilities of this position.

Minimum requirements include a Bachelor's degree in public administration, business administration, accounting, or a closely related field from an accredited college or university; Four years of professional public administration experience, including one year of experience performing grant-related duties.

### **Analysis and Recommendation**

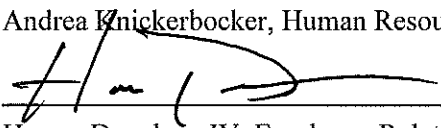
The department indicated that changes related to this position include supervising grant monitoring staff, ensuring grant compliance, and grant and budgeting oversight. This position also has public facing responsibilities such as collaborating with the Comptroller's Office on grant matters and representing the Office of African American Affairs at public meetings. To ensure that the department is able to carry out the Office of African American Affairs deliverables and goals, and to comply with grant funding requirements, the department has requested to classify one position of Grant Compliance Manager in Pay Range 2KX \$67,763 - \$94,870.

Therefore, the Department of Employee Relations recommends repurposing one position of Grant Monitor (Pay Range 2GX \$52,498 - \$73,504) to Grant Compliance Manager (2KX \$67,763 - \$94,870) in the Department of Administration – Office of African American Affairs.

### **Action Required – Effective Pay Period 20, 2022 (September 18, 2022)**

Prepared by: Arielle Ewing  
Arielle Ewing, Human Resources Representative

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Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue, IV, Employee Relations Director