Job Classification Specification

Grants and Contracts Officer 3

Position Summary

Responsible for handling a variety of assigned highly complex projects in Grants Administration. Applies expert level subject matter knowledge. Formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Decisions are guided by policies, procedures and business plan. Operates independently with guidance and oversight from manager by exception.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Serves as expert on international research project administration.

Reviews institutional compliance with US export control & economic sanctions regulations.

Develops and implements processes and training programs to optimize compliance with applicable regulations.

Assists in the assessment of international project risks, develops and implements mitigation plans for these projects.

Provides formal comments to the US government as appropriate on regulatory and policy proposals published in the Federal Register.

Conducts compliance assessments of high risk areas and activities such as international sales agreements, physical exports and travel to countries subject to embargoes.
Grants and Contracts Officer 3 (cont’d)

Operational Role

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Scope of Measurable Impact

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making

Work is focused on and regulated by specific personal goals and milestones; generally can act based on own judgment as long as actions adhere to policy and operating procedures, and remain focused on objectives -- seeking assistance only when highly difficult issues arise or when confronted with problems of considerable material or political consequence.

Complexity and Problem Solving

Problems are frequently unique and unexpected. Resolution of issue needs expert level knowledge of discipline and the ability to push back on internal processes to determine the root cause of the issue. Issues are those that have campus or university wide impact.

Required Qualifications

Requires BA/BS with at least 10 years of experience; may lead a highly specialized/technical area. Often has developed a specialty area (or areas of expertise) in which he/she is recognized as particularly proficient.

Supervision

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.

Effective 4/21/14