**Department of Natural Resources**  
Division of Environmental Management

**Working Title:** Air Program Budget and Grant Coordinator  
**Classification:** Nat Res Administrative Policy Coordinator  
**Location:** Central Office – Business Support and Information Technology Section

**Position Summary:** This position has primary responsibility for the development and management of US Environmental Protection Agency (EPA), Department of Homeland Security (DHS) and other grant and cooperative agreements, which support statewide Air Management (AM) Program operations. EPA grants include, but not limited to, the Section 105 Air Pollution Control, Section 103 Fine Particle Monitoring and Section 103 National Air Toxics Trends grant.

This position also provides a high level of assistance to the BSIT Section Chief in conducting program wide fiscal management functions such as developing and monitoring budgets/allotments, forecasting, activity code maintenance and providing fiscal/budgetary guidance to staff.

In addition, the position oversees bureau wide and division wide procurement of air management needs for air monitoring, information technology and other programmatic procurements. This position also carries out several administrative policy coordinative functions of statewide benefit to the AM program, including responsibility as the work planning coordinator, for coordinating performance measures activities and serving as the AM program’s coordinator for all Performance Partnership Grant (PPG) negotiations.

All work requires a high level of originality and proficiency in analyzing complex requirements and organizing and communicating new and revised program requirements to Regional and Bureau personnel as well as program personnel in other Bureaus.

**Geographic Scope and Travel Requirements:** This position is based in Madison. Occasional in state travel for meetings or training may be required.

**Scope of Authority:** This position works under general supervision and reports to the Business Support and Information Technology Section Chief, Bureau of Air Management.

**Goals & Activities**

45% A. **Primary responsibility in directing the preparation of narratives, budgets, work plans and other documents for EPA, DHS and other grants, and direct activities to ensure grants are earned. Coordinate with the appropriate program managers, the Bureau of Finance and EPA Region 5 on grants/cooperative agreements.**

  1. Direct the development of comprehensive work plans, detailed fiscal plans, and monitor expenditures and revenues for grants, program revenues and program operations. Maintain high-level contacts with EPA regarding highly sensitive and complex management issues that have significant regulatory and program wide
policy impact.
2. Obtain concurrence of program managers on preliminary grants/cooperative agreements. Submit to EPA for review and comment. Revise as necessary and secure approvals needed for the formal grant application.
3. Monitor progress in meeting grant commitments and coordinate the preparation of periodic progress reports to EPA.
4. Prepare cooperative agreement modification requests as necessary; submit to EPA for approval.
5. Prepare for, and participate in, regularly scheduled EPA audits of grant performance.
6. Prepare any special reports requested by EPA, participate in EPA Region 5 meetings with other states and provide assistance to AM and EPA in resolving issues as needed.

30% B. As the program’s budget specialist, assist the Business Support and Information Technology Section Chief by carrying out a variety of program wide fiscal and budgetary functions.

1. Coordinate with the Air Management Team (AMT), BSIT Section Chief and Bureau of Finance in the development and implementation of the annual budget allotments for the AM program.
2. Monitor organizational unit budgets during the fiscal year for conformance with budget plans and guidelines.
3. Coordinate with the BSIT Section Chief regarding the allocation of federal grant, state program revenue and segregated account funds for program activities.
4. Coordinate the preparation of annual, or more frequent, revisions to the AM program’s portion of the Activity Codes Handbook.
5. Monitor the usage of activity codes and provide guidance to AM staff on the use of new or complex activity codes and budget codes.
6. Provide program financial and budgetary information as needed to managers both inside and outside the AM program.
7. Provide assistance to the BSIT Section Chief in completing any special financial or budgetary projects as assigned.
8. Act as the point of contact for AM staff in budget and purchasing inquires.

10% C. Responsibility as the Air Program Work Planning Coordinator, in conjunction with Field Operations Director.

1. Assist the AMT Work Planning Team in preparing guidance for use in developing and implementing program wide work plans.
2. Coordinate the development, review, and revision of work plans at the Section, Region and Bureau levels.
3. Assist the AMT Work Planning Team with coordinating the negotiation and integration of work plans across programs and divisions to ensure that the Air Management work plan includes appropriate program participation in Secretary's and Cross-Program Issues, department-wide goals, and Division objectives, as well
as other partnership efforts with other programs within and outside the department.
4. Conduct special studies or assignments as needed for implementation of an effective work planning process.

5% **D. Serve on the Department wide Performance Partnership Grant (PPG) Team and coordinate all PPG related activities with USEPA for the AM Program.**

1. Draft plans, negotiate and finalize agreements in conjunction with all Air Management section chiefs. This requires a high level of responsibility for developing, implementing, monitoring and evaluating statewide policies related to the Air Program’s Federal obligations.
2. On a statewide/program wide basis, coordinate the program evaluation and monitoring efforts necessary for the successful implementation of the Air Program’s PPG commitments.
3. Coordinate the preparation and submittals to EPA of program wide self-assessments required by PPG.

5% **E. Coordinate performance measures activities for the Air program, working with the Field Operations Director.**

1. Work with the AMT to develop or revise performance measures for the program, division administrators, and EPA.
2. On a semiannual basis, or as requested, prepare reports on the achievement of performance measures.
3. Work with selected managers and staff to ensure that data systems are developed or enhanced to track and monitor performance measures.

5% **F. Perform other duties as assigned by Section Chief.**

**Knowledge, Skills, and Abilities**

- Familiarity with budget management procedures and practices, including allocation and monitoring of fiscal and other resources, to insure the effective operation of a major program.
- Ability to develop detailed budget, revenue and expenditure forecasts and reports from large datasets into accessible formats to use in recommendations to management.
- Skill in the use and application of PeopleSoft budget codes, budget management, reporting tools and queries to retrieve and analyze data for budget management, grant management and work plan implementation.
- Knowledge of computerized techniques for budget information gathering, analysis, and management.
- Skill in Excel functions such as VLOOKUP, Pivot Tables, and complex formulas.
- Ability to learn how to use an enterprise resource planning system, such as Oracle PeopleSoft, or other business management software.
- Knowledge of principles of grant management and federal grant program rules, procedures, and timelines.
- Knowledge of contract and purchase order management.
- Skill in administrative and management skills including strategic planning, resource allocation and monitoring, budget management, contracting and procurement procedures.
- Knowledge of the principles of work planning for complex organization.
- Knowledge of the principles of performance measures.

**Physical Requirements and Environmental Factors:**

Strength Requirements – Sedentary work, exerting up to 20 pounds of force occasionally for no more than 10% of the time; sitting will occur over 75% of the time.

Environmental Factors – The position will spend approximately 95% of the time indoors.

**Telework Evaluation:**

Based on an assessment of goals and work activities, this position may be eligible for up to 60% telework. This assessment does not convey approval to telework or the exact percentage of telework. Telework is subject to supervisor approval based on individual circumstances and department telework policies and may be changed without notice based on business needs.