

POSITION SUMMARY:

Under close, progressing to general supervision of the Plant Industry Bureau Director, this position provides program and policy analytical support to the Bureau's programs and coordinates implementation of the bureau's 5-year strategic plan. Position will maintain status and monitor progress of bureau strategic initiatives to attain the goals defined in the bureau strategic plan. Working with Team leads and bureau managers, the role will coordinate annual evaluation of strategic plan progress and set priorities for the year ahead. This position will support bureau leadership in evaluating program efficiencies for continuous improvement efforts and integration of solutions to strengthen programmatic impact on internal and external stakeholders. Programs to be evaluated include but are not limited to, nursery, export certification, apiary and various pest survey programs to support both the Plant Protection and Pest Survey and Control Sections related to plant pest program delivery.

This position will also coordinate the development of federal grant funding applications for the Plant Industry Bureau to ensure proper funding for programmatic success. This grant component focuses on applying programmatic and strategic plan needs to assist in identifying grant funding opportunities. The role will ensure compliance with federal application requirements, develop grant application and contract materials, and coordinate submittal of federal grant reports. This position will be responsible for the analysis of grant spending within the bureau's programs and provide regular reporting to bureau leadership. This position will analyze, identify, and recommend solutions to fiscal risk and spending trends related to the bureau's programs and grant spending.

This position serves as a bureau liaison to both internal agency stakeholders (Bureau of Finance) as well as a variety of external stakeholders (e.g., APHIS, DNR, etc) and must be able to maintain effective communication and networking skills to ensure required partnerships.

GOALS AND WORKER ACTIVITIES:

45% Goal A: Planning and coordination of the bureau's strategic plan, policies, programs and continuous improvement initiatives.

- A.1 Planning, coordination, analysis and monitoring of the bureau strategic plan implementation.
- A.2 Work with the bureau management team to review, evaluate and make recommendations concerning sub-team recommendations and progress on the bureau strategic plan.
- A.3 Recommend and discuss updates and revisions to the strategic plan, programs or policies based on funding opportunities or restrictions and provide data to assist in the decision making process.
- A.4 Assist bureau director and management team in the review and updating of the bureau strategic plan.
- A.5 Coordinate bureau program evaluation process. Working with program managers analyze program evaluation data to develop recommendations for areas of improvement.

- A.6 Assist bureau director and management team to identify program areas, policies or procedures in need of development or revision.
- A.7 Coordinate and assist management team and bureau staff in identifying and implementing continuous improvement projects to improve operational efficiency and program delivery.
- A.8 Serve as the Bureau's Record Disposal Agreement (RDA) coordinator and maintain RDA's to ensure that they are current for all bureau programs and functions.
- A.9 Carry out special projects and assignments as directed.

10% Goal B: Coordination of bureau rule development, fiscal estimates and budget issue papers. This work is done in close coordination with division Program Policy Analyst.

- B.1 Coordinate with bureau management team and program managers in the analysis and identification of policy options to support administrative rule interpretation and development. Including coordination and documentation of rule advisory group meetings.
- B.2 Coordinate and assist in the analysis of legislative proposals affecting bureau programs.
- B.3 Coordinate and gather fiscal data to assist the division Program and Policy Analyst in the preparation of legislative fiscal estimates, testimony, issue papers, and recommendations for legislative hearings or other needs.
- B.4 Assist bureau management team in the development of budget issues papers.

20% Goal C: Responsible for assessing, managing and processing federal grant funding opportunities, applications and cooperative agreements, including reporting, for the Plant Industry Bureau.

- C.1 Assist bureau managers in monitoring and assessing federal funding announcements and identify grant opportunities aligned with bureau priorities.
- C.2 Lead and coordinate the internal bureau process for assessing grant funding opportunities, identifying and developing project proposals and determining which projects to move forward for funding.
- C.3 Prepare and submit final funding proposals (PPA 7721, etc.) into the federal suggestion management system.
- C.4 Lead the preparation of cooperative agreements and funding applications in accordance with DOA, USDA-Forest Service, USDA-APHIS and STS Foundation guidelines.
- C.5 Provide financial information to program managers as necessary (salary, fringe, ficr, supplies and services costs) as they prepare grant workplans and budgets.

- C.6 Submit application and all necessary forms to the granting Federal agency. When grant is approved, distribute signed copies to the Bureau of Finance and the appropriate Program Manager within the Plant Industry Bureau.
- C.7 Assess and advise program managers of spending in their grants to assure all monies are spent within the grant timeframes.
- C.8 Coordinate development and submission of all technical grant progress and financial reports with program managers. Notify the Bureau of Finance when the reimbursement requests are needed for submission. Assure that all Agreement related costs have been transferred from SEG/GPR/PR to the appropriate Federal appropriation.

25% Goal D: Responsible for the Plant Industry Bureau's fiscal management, tracking and reimbursement activities related to grant funds.

- D.1 Monitor and analyze spending trends and activity costs for federally funded projects and programs. This includes estimating revenues and expenditures, working with other management staff on the operating budget, etc.
- D.2 Determine if expenditures may be exceeding or be below cost allocation estimates; identify a resolution in the changing of funding lines. Correspond with the appropriate federal agency to obtain approval to change funding lines per federal rules.
- D.3 Develop and maintain computerized records and databases needed for work planning and related grant-reporting activities. Provide special reports to the Plant Industry Bureau Director or program staff as requested.
- D.4 Evaluate work activities to determine the portion that can be charged back to the federal grant. This includes researching the total time spent and allocated to the federal or state area.
- D.5 Manage billings and process grant reimbursement claims (both to and from other agencies such as the DNR) based upon expenditure data.
- D.6 Conduct analyses of grant financial information and prepare monthly grant tracking spreadsheets. Schedule monthly meeting with the Plant Industry Management Team to discuss.
- D.7 Identify, assess and make recommendations to resolve budget and reporting issues related to federal funding by working with the bureau management team, USDA, STS Foundation or other financial officers.
- D.8 Act as point of contact for contractor administrative questions. Provide updates to program managers on final financial contract terms.

KNOWLEDGE AND SKILLS REQUIRED BY THIS POSITION:

- A. Considerable knowledge and skills in the practice, procedures and principles of program assessment, evaluation, planning and continuous improvement.

- B. Extensive knowledge of and skill in research techniques and methods, data collection & analysis, report preparation, and records management.
- C. Excellent written and oral communications skills, and ability to write and speak about policy and program areas with a wide variety of internal and external audiences.
- D. Basic knowledge of negotiation and facilitation techniques.
- E. Ability to prioritize, manage, and adjust workload, including the ability to meet or ensure others are meeting deadlines.
- F. Extensive knowledge of and proficient skills in MS Office tools (Word, Excel, Pivot Tables, PowerPoint, SharePoint) and databases. Experience in MS CRM, or customer relationship management systems is beneficial.
- G. Ability to provide leadership and coordinate group or team activities, engage in problem solving, and work effectively with diverse groups. plan, coordinate and facilitate meetings.
- H. Considerable knowledge of state budget practices and procedures.
- I. Extensive knowledge of policy and procedure development.
- J. Considerable knowledge of budget and financial management techniques.
- K. Knowledge of federal guidelines for grant preparation and submittal.
- L. Knowledge of grant reimbursement functions, interpretation of eligible expenditures, etc.
- M. Working knowledge of state accounting/financial management system (PeopleSoft).