

REGIONAL TRANSIT ISSUE PAPER

| Agenda Item No. | Board Meeting Date | Open/Closed Session | Information/Action Item | Issue Date |
|-----------------|--------------------|---------------------|-------------------------|------------|
| 4 | 11/13/17 | Open | Action | 11/06/17 |

Subject: Approving the New Job Description of Senior Grants Writer and all Associated Documents.

ISSUE

Whether or not to approve a new job description and SacRT's associated documents.

RECOMMENDED ACTION

Adopt Resolution No. 17-11-____, Amending Exhibit A of Resolution No. 17-06-0086, and Approving the New Job Description of Senior Grants Writer.

FISCAL IMPACT

| Position | Grade | Annual Salary | Total position costs | FY18 |
|----------------------------|-------|---------------|----------------------|------------------|
| Senior Grants Writer | 109 | \$ 80,000 | \$ 132,620 | \$ 66,310 |
| Total Fiscal Impact | | | | \$ 66,310 |

DISCUSSION

Summary: This proposed action will result in the creation of 1 new job description: Senior Grants Writer within the Management and Confidential Employee Group (MCEG). The fiscal impact associated with these changes is reflected above.

FINANCE DEPARTMENT

Senior Grants Writer

With the recent passage of SB1, the Road Repair and Accountability Act, there are now over \$500 million in additional grant funds that have become available each year, some of which SacRT is eligible to apply for. The application requirements for these grants are onerous, complicated and time consuming, and each have fast approaching deadlines for submission of application materials. In an effort to secure as much of this funding as possible, staff reviewed its current structure and determined the need for a dedicated Senior Grants Writer position. This position will be responsible for identifying additional funding/grant opportunities, preparing grant applications and supporting materials, developing process workflows, monitoring compliance and providing ongoing direction and training in grant preparation, administration and compliance.

The Job Evaluation Team (JET) determined that the compensable factors place this new job classification in Salary Grade 109 within the Management and Confidential Employee Group. The

Approved:

Presented:

Final 11/16/17

General Manager/CEO

Director, Human Resources

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Subject: Approving the New Job Description of Senior Grants Writer and all Associated Documents.

fiscal impact associated with this change is indicated above. Changes to the total number of authorized positions are reflected in Exhibit A.

Authorized Classifications, Positions and Salary Grades

Changes to position control described above are reflected in the Authorized Classifications, Positions and Salary Grades list (Authorized Positions List), attached to the Resolution as Exhibit A.

New Job Descriptions

The job description listed below is attached to the Resolution as Exhibit B.

| <u>Previous Job Title</u> | <u>Disposition</u> | <u>New Job Title</u> |
|---------------------------|--------------------|----------------------|
| N/A | New | Senior Grants Writer |

Staff recommends that the Board authorize the Senior Grants Writer position and adopt all associated documents that reflect the addition of this new position.

RESOLUTION NO. 17-11-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

November 13, 2017

**AMENDING EXHIBIT A OF RESOLUTION NO. 17-06-0086, AND APPROVING THE
NEW JOB DESCRIPTION OF SENIOR GRANTS WRITER**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, effective November 14, 2017, Resolution No. 17-06-0086 is hereby amended
by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classifications,
Positions and Salary Grades."

THAT, effective November 14, 2017, the new job description of Senior Grants
Writer, attached as Exhibit B, is hereby approved.

ANDREW J. MORIN, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective November 14, 2017
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

| <u>Job Classification Titles</u> | <u>Authorized Positions</u> | | <u>Positions Filled</u> | <u>Grade</u> |
|--|-----------------------------|---|-------------------------|--------------|
| | | | | |
| <u>AEA Family:</u> | | | | |
| Accountant I | 0 | 0 | 0 | 205 |
| Accountant II | 1 | 1 | 1 | 108 |
| Assistant Architect | 0 | 0 | 0 | 206 |
| Assistant Engineer | 0 | 0 | 0 | 208 |
| Assistant Planner | 2 | 1 | 1 | 207 |
| Assistant Resident Engineer | 2 | 1 | 1 | 208 |
| Associate Architect**** | 1 | 0 | 0 | 109 |
| Associate Civil Engineer**** | 1 | 0 | 0 | 110 |
| Associate Engineer | 0 | 0 | 0 | 109 |
| Associate Systems Engineer**** | 2 | 1 | 1 | 110 |
| Engineering Analyst I | 0 | 0 | 0 | 205 |
| Engineering Analyst II | 0 | 0 | 0 | 207 |
| Engineering Technician | 1 | 0 | 0 | 205 |
| Grants Analyst | 1 | 0 | 0 | 206 |
| Human Resources Trainer | 0 | 0 | 0 | 206 |
| Information Technology Business Systems Analyst | 0 | 0 | 0 | 107 |
| Inspector | 0 | 0 | 0 | 204 |
| Junior Engineer | 0 | 0 | 0 | 205 |
| Long Range Planner | 0 | 0 | 0 | 208 |
| Payroll Analyst | 1 | 1 | 1 | 204 |
| Procurement Analyst I | 0 | 1 | 1 | 205 |
| Procurement Analyst II**** | 4 | 2 | 2 | 207 |
| Programmer Analyst I | 0 | 0 | 0 | 205 |
| Programmer Analyst II | 0 | 0 | 0 | 208 |
| Quality Assurance Specialist I | 0 | 0 | 0 | 202 |
| Quality Assurance Specialist II | 0 | 0 | 0 | 205 |
| Real Estate Analyst I | 0 | 0 | 0 | 205 |
| Real Estate Analyst II | 0 | 0 | 0 | 207 |
| Resident Engineer | 0 | 0 | 0 | 110 |
| Revenue Analyst | 1 | 1 | 1 | 207 |
| Schedule Analyst I | 1 | 1 | 1 | 205 |
| Schedule Analyst II | 2 | 2 | 2 | 207 |
| Senior Accountant | 2 | 1 | 1 | 109 |
| Senior Architect | 1 | 1 | 1 | 111 |
| Senior Civil Engineer | 1 | 0 | 0 | 111 |
| Senior Community and Government Affairs Officer | 2 | 2 | 2 | 108 |
| Senior Engineering Analyst | 1 | 1 | 1 | 109 |
| Senior Engineering Technician | 1 | 1 | 1 | 207 |
| Senior Grants Analyst | 2 | 2 | 2 | 108 |
| Senior Information Technology Business Systems Analyst | 3 | 3 | 3 | 109 |
| Senior Marketing and Communications Specialist | 1 | 1 | 1 | 108 |
| Senior Planner | 0 | 0 | 0 | 109 |
| Senior Procurement Analyst | 3 | 2 | 2 | 109 |
| Senior Programmer Analyst | 2 | 2 | 2 | 109 |
| Senior Quality Assurance Specialist | 1 | 0 | 0 | 108 |
| Senior Real Estate Analyst | 0 | 0 | 0 | 108 |
| Senior Social Media & Website Specialist | 1 | 0 | 0 | 109 |
| Senior Strategic Planner | 1 | 1 | 1 | 109 |
| Senior Systems Engineer | 1 | 0 | 0 | 111 |
| Service Planner | 1 | 0 | 0 | 208 |

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU
**** HLC included in total

| <u>Job Classification Titles</u> | <u>Authorized Positions</u> | <u>Positions Filled</u> | <u>Grade</u> |
|--|-----------------------------|-------------------------|--------------|
| Vehicle Equipment Maintenance Specialist | 0 | 0 | 207 |
| Video Communications Systems Analyst | 1 | 1 | 208 |
| Total General Family Allocations: | 45 | 30 | |

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU
**** HLC included in total

| <u>MANAGEMENT & CONFIDENTIAL FAMILY:</u> | <u>Job Classification Titles</u> | <u>Authorized</u> | <u>Positions</u> | <u>Grade</u> |
|--|--|-------------------|------------------|--------------|
| | | <u>Positions</u> | <u>Filled</u> | |
| | Accessible Services Administrator | 0 | 0 | 110 |
| | Administrative Assistant I (GM, Labor Relations & Legal Cost Centers) | 0 | 0 | 200 |
| | Administrative Assistant II (GM, Labor Relations & Legal Cost Centers) | 2 | 0 | 202 |
| | Attorney I | 0 | 0 | 108 |
| | Attorney II | 0 | 0 | 110 |
| | Attorney III**** | 3 | 1 | 112 |
| | Chief Counsel | 1 | 1 | ** |
| | Chief Auditor | 1 | 0 | 113 |
| | Chief, Environmental Health & System Safety | 1 | 1 | 113 |
| | Clerk to the Board | 1 | 1 | 208 |
| | Community Bus Services Superintendent | 0 | 0 | 110 |
| | Deputy Chief Counsel | 1 | 1 | V |
| | Deputy General Manager/COO | 1 | 1 | VI |
| | Deputy Chief Operating Officer | 1 | 1 | 114 |
| | Director, Accessible Services | 1 | 1 | 112 |
| | Director, Bus Maintenance | 1 | 1 | 112 |
| | Director, Civil and Track Design | 1 | 1 | 113 |
| | Director, Community Bus Services | 0 | 0 | 112 |
| | Director, Construction Management | 1 | 1 | 112 |
| | Director, Facilities | 1 | 0 | 112 |
| | Director, Human Resources | 1 | 1 | 112 |
| | Director, Information Technology | 1 | 1 | 112 |
| | Director, Labor Relations | 1 | 1 | 112 |
| | Director, Light Rail | 1 | 1 | 113 |
| | Director, Long Range Planning | 0 | 0 | 112 |
| | Director, Marketing, Communications and Public Information | 1 | 1 | 112 |
| | Director, Office Management and Budget | 1 | 1 | 112 |
| | Director, Organizational Development | 0 | 0 | 112 |
| | Director, Planning | 1 | 1 | 112 |
| | Director, Procurement Services | 1 | 0 | 112 |
| | Director, Project Management | 1 | 1 | 112 |
| | Director, Real Estate | 0 | 0 | 112 |
| | Director, Scheduling | 1 | 1 | 112 |
| | Director, Systems Design | 0 | 0 | 113 |
| | Director, Transportation | 1 | 0 | 112 |
| | EEO Administrator | 1 | 1 | 110 |
| | Electronic Fare Collection Systems Administrator | 1 | 1 | 110 |
| | Executive Assistant | 1 | 1 | 207 |
| | Facilities Superintendent | 1 | 1 | 111 |
| | General Manager/CEO | 1 | 1 | ** |
| | Human Resources Administrator | 1 | 1 | 110 |
| | Human Resources Analyst I | 1 | 1 | 205 |
| | Human Resources Analyst II | 2 | 2 | 208 |
| | Internal (Accountability) Auditor | 1 | 1 | 112 |
| | Labor Relations Analyst I | 1 | 1 | 205 |
| | Labor Relations Analyst II | 0 | 0 | 208 |
| | Legal Secretary | 1 | 1 | 204 |
| | Maintenance Superintendent - Bus | 1 | 0 | 111 |
| | Maintenance Superintendent - Light Rail | 1 | 1 | 111 |
| | Maintenance Superintendent - Wayside | 1 | 1 | 111 |
| | Manager, Accounting | 1 | 1 | 110 |
| | Manager, Community and Governmental Affairs | 0 | 0 | 111 |
| | Manager, Contracts and Disadvantaged Business Enterprise | 1 | 1 | 110 |
| | Manager, Customer Service | 1 | 1 | 110 |

* Denotes Change in Classification/Count

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

*** No Grade, Salary Stated in MOU

**** HLC included in total

| <u>Job Classification Titles</u> | Authorized | Positions | <u>Grade</u> |
|--|------------------|---------------|--------------|
| | <u>Positions</u> | <u>Filled</u> | |
| Manager, Enterprise Resources and Databases | 1 | 1 | 111 |
| Manager, Grants | 1 | 1 | 110 |
| Manager, Marketing and Communications | 1 | 0 | 111 |
| Manager, Quality Assurance | 0 | 0 | 111 |
| Manager, Real Estate | 1 | 0 | 111 |
| Manager, Revenue | 1 | 1 | 110 |
| Materiel Management Superintendent | 3 | 2 | 110 |
| Network and End User Operations Administrator | 1 | 0 | 110 |
| Operations Training Administrator | 0 | 0 | 110 |
| Paralegal | 0 | 0 | 205 |
| Payroll Supervisor | 1 | 1 | 109 |
| Pension and Retiree Services Administrator | 1 | 1 | 110 |
| Police Services Superintendent | 1 | 1 | 110 |
| Principal Civil Engineer | 1 | 1 | 112 |
| Principal Planner | 1 | 1 | 110 |
| Principal Systems Engineer | 1 | 1 | 112 |
| Program Analyst | 2 | 1 | 107 |
| Purchasing and Materials Administrator | 1 | 0 | 110 |
| Quality Assurance Administrator | 1 | 1 | 110 |
| Real Estate Administrator - Acquisitions | 0 | 0 | 109 |
| Real Estate Administrator - Asset Management | 1 | 1 | 109 |
| Real Estate Administrator - Transit Oriented Development and Joint Development | 0 | 0 | 109 |
| Risk Administrator | 1 | 1 | 110 |
| Risk Analyst I | 0 | 0 | 204 |
| Risk Analyst II | 2 | 2 | 207 |
| Senior Administrative Assistant | 5 | 4 | 206 |
| Senior Attorney | 1 | 0 | 113 |
| Senior Financial Analyst | 2 | 2 | 108 |
| *(1) Senior Grants Writer | 1 | 0 | 109 |
| Senior Human Resources Analyst**** | 4 | 3 | 109 |
| Senior Labor Relations Analyst | 2 | 1 | 109 |
| Senior Paralegal | 2 | 1 | 207 |
| Senior Risk Analyst | 1 | 0 | 109 |
| Senior Schedule Analyst | 0 | 0 | 108 |
| Special Assistant, Office of the General Manager/CEO | 1 | 1 | 111 |
| Transportation Superintendent - Bus | 3 | 2 | 110 |
| Transportation Superintendent - Light Rail | 2 | 1 | 110 |
| Treasury Controller | 1 | 1 | 111 |
| Vice President, Planning and Accountability | 1 | 1 | III |
| Vice President, Administration | 1 | 1 | III |
| Vice President, Communications and Partnerships | 1 | 1 | III |
| Vice President, Finance / Chief Financial Officer | 1 | 1 | IV |
| Vice President, Security Operations & Police Services | 1 | 0 | IV |
| Vice President, Engineering & Facilities | 1 | 1 | IV |
| Vice President, Transit Services / Chief Operating Officer | 1 | 0 | V |
| Total Management and Confidential Allocations: | 101 | 75 | |
| Total District-wide Salaried Allocations: | 146 | 105 | |

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(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU
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| <u>Job Classification Titles</u> | <u>Authorized</u> | <u>Positions</u> | <u>Grade</u> |
|---|-------------------|------------------|--------------|
| | <u>Positions</u> | <u>Filled</u> | |
| <u>AFSCME 146 Family:</u> Accessible Services Eligibility Specialist | 3 | 3 | 205 |
| Administrative Assistant I | 0 | 0 | 200 |
| Administrative Assistant II**** | 9 | 5 | 202 |
| Administrative Supervisor | 1 | 0 | *** |
| Administrative Technician | 14 | 13 | 204 |
| Communications Infrastructure Specialist | 1 | 0 | 207 |
| Community Bus Services Dispatcher Supervisor | 5 | 4 | *** |
| Customer Advocacy Supervisor | 1 | 1 | *** |
| Customer Advocate I | 2 | 1 | 201 |
| Customer Service Supervisor | 1 | 1 | *** |
| Facilities Supervisor | 3 | 2 | *** |
| Graphic Designer | 2 | 1 | 205 |
| Information Technology Project Coordinator | 1 | 0 | 109 |
| Information Technology Technician I | 0 | 0 | 205 |
| Information Technology Technician II | 2 | 1 | 206 |
| Maintenance Supervisor - Bus | 8 | 8 | *** |
| Maintenance Supervisor - Light Rail | 11 | 11 | *** |
| Maintenance Supervisor - Wayside | 6 | 3 | *** |
| Maintenance Trainer - Bus | 1 | 1 | *** |
| Maintenance Trainer - Light Rail | 1 | 1 | *** |
| Marketing and Communications Specialist | 1 | 0 | 206 |
| Network Operations Engineer | 2 | 2 | 208 |
| Network Operations Technician | 2 | 2 | 205 |
| Operations Trainer | 4 | 4 | 209 |
| Route Check Supervisor | 0 | 0 | *** |
| Route Checker | 4 | 3 | 200 |
| Safety Specialist I | 0 | 1 | 205 |
| Safety Specialist II | 0 | 0 | 207 |
| Senior Customer Advocate | 1 | 1 | 205 |
| Senior Facilities Specialist | 2 | 0 | 109 |
| Senior Inspector | 1 | 0 | 206 |
| Senior Safety Specialist**** | 2 | 1 | 109 |
| Transit Officer Supervisor | 1 | 0 | *** |
| Transportation Supervisor | 53 | 46 | *** |
| Transportation Supervisor - Police Services | 4 | 3 | *** |
| <u>Total AFSCME 146 Allocations:</u> | 149 | 119 | |

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU
**** HLC included in total

| <u>Job Classification Titles</u> | <u>Authorized Positions</u> | <u>Positions Filled</u> | <u>Grade</u> |
|--|-----------------------------|-------------------------|--------------|
| <u>ATU 256 Family:</u> | | | |
| Accounting Technician | 1 | 0 | *** |
| Accounts Payable Clerk | 2 | 0 | *** |
| Customer Service Clerk | 1 | 0 | *** |
| Customer Service Representative | 14 | 10 | *** |
| Fare Prepayment Clerk | 1 | 1 | *** |
| Operators (Bus, CBS and Light Rail combined) | 475 | 468 | *** |
| Payroll Technician | 1 | 1 | *** |
| Procurement Clerk | 2 | 1 | *** |
| Reception Clerk | 1 | 1 | *** |
| Revenue Clerk | 3 | 2 | *** |
| Risk Technician | 1 | 1 | *** |
| Senior Clerk | 1 | 1 | *** |
| Transit Agent | 70 | 53 | *** |
| Transit Fare Inspector | 13 | 7 | *** |
| Treasury Clerk | 1 | 1 | *** |
| Total ATU 254 Allocations: | 587 | 547 | |
| <u>IBEW 1245 Family:</u> | | | |
| Bus Service Worker | 29 | 22 | *** |
| Electronic Mechanic | 3 | 3 | *** |
| Facilities and Grounds Worker I | 2 | 1 | *** |
| Facilities and Grounds Worker II | 4 | 6 | *** |
| Facilities Electronic Technician | 1 | 1 | *** |
| Facilities Maintenance Mechanic**** | 16 | 8 | *** |
| Facilities Service Worker | 17 | 18 | *** |
| Journey Lineworker | 0 | 3 | *** |
| Light Rail Assistant Mechanic | 8 | 7 | *** |
| Light Rail Service Worker | 16 | 13 | *** |
| Light Rail Vehicle Technician | 38 | 35 | *** |
| Lineworker | 0 | 6 | *** |
| Lineworker Technician**** | 20 | 7 | *** |
| Mechanic A | 26 | 22 | *** |
| Mechanic A (Body/Fender) | 7 | 6 | *** |
| Mechanic A (Gasoline/Propane) | 2 | 2 | *** |
| Mechanic B | 8 | 4 | *** |
| Mechanic C | 17 | 13 | *** |
| Painter | 1 | 1 | *** |
| Rail Laborer | 5 | 3 | *** |
| Rail Maintenance Worker | 10 | 8 | *** |
| Senior Mechanic | 0 | 0 | *** |
| Senior Rail Maintenance Worker | 2 | 2 | *** |
| Storekeeper | 10 | 10 | *** |
| Upholsterer | 1 | 1 | *** |
| Total IBEW 1245 Allocations: | 243 | 202 | |
| TOTAL AUTHORIZED ALLOCATIONS: | 1125 | 973 | |

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(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU
**** HLC included in total

Salaried Classification Series

Note: A vacancy occurring within a salaried classification series may be filled at the same level as that vacated or at any lower level provided that only the one vacancy is filled.

Accessible Services Eligibility Specialist, Administrator
Accountant I, II, Senior
Administrative Assistant I, II, Technician, Senior, Supervisor
Assistant Architect, Associate, Senior
Assistant Planner, Service Planner, Long Range Planner, Senior Planner, Senior Strategic Planner, Principal Planner
Attorney I, II, III, Senior
Customer Advocate I, Senior
Engineering Analyst I, II, Senior
Engineering Technician, Senior
Grants Analyst, Senior
Human Resources Analyst I, II, Senior, Administrator
Information Technology Technician I, II
Inspector, Senior Inspector, Assistant Resident Engineer, Resident Engineer
IT Business Systems Analyst, Senior
Junior Engineer, Assistant, Associate, Associate Civil, Senior, Principal
Junior Engineer, Assistant, Associate, Associate Systems, Senior, Principal
Labor Relations Analyst I, II, Senior
Marketing and Communications Specialist, Senior
Network Operations Technician, Network Operations Engineer, Network and End User Operations Administrator
Network Operations Technician, Video Communications Systems Analyst, Network and End User Operations Administrator
Paralegal, Senior
Payroll Analyst, Supervisor
Procurement Analyst I, II, Senior
Programmer Analyst I, II, Senior
Quality Assurance Specialist I, II, Senior, Administrator
Real Estate Analyst I, II, Senior, Administrator
Risk Analyst I, II, Senior, Administrator
Safety Specialist I, II, Senior
Schedule Analyst I, II, Senior

EXHIBIT B
List of New and Modified Job Descriptions
Effective November 14, 2017

| Job Description - Previous Title | Disposition | Job Description - Modified / New Title |
|----------------------------------|-------------|--|
| N/A | New | Senior Grants Writer |



Title: Senior Grants Writer

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to identify, define and develop funding sources to support existing and planned District activities, as well as develop proposals, write project descriptions, compile information required by third party entities and submit grant applications. The grant writer is also responsible for post-project reports required by the third party entity, tracking the progress of grants that have been received and ensuring compliance with grant and contract requirements. This is accomplished by creating compelling proposals and progress updates for existing and potential third party entities, helping connect third party entities to the District, and ensuring efficient coordination across internal teams to ensure all deliverables and deadlines are met. The Senior Grant Writer reports to the Director, Office Management & Budget and works closely with many departments.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| | | | | |
|---|---|--|---|---|
| (S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | (L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | (M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | (H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | (V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |
|---|---|--|---|---|

| # | Code | Essential Functions |
|---|------|--|
| 1 | S | Identifies funding/Grant Opportunities for District-wide projects by coordinating with all Divisions regarding their needs, upcoming projects and opportunities to fund strategic initiative projects through grant funding. Continuously monitors various websites, foundations and state and federal sources for grant opportunities. Seeks innovative sources of grant funding. Maintains a current and thorough working knowledge of county, state, federal and private grant funding and other resource development opportunities and requirements. Locates, identifies, researches, collects and analyzes data as set forth in the grant application guidelines. |
| 3 | S | Maintains a continuing and effective rapport and working relationship with local, regional, state and federal offices to obtain grant related information in a timely manner. Acts as project leader for all assigned grant applications. Creates timelines for grant completion and gathers the necessary information from administrative staff. Performs necessary research to supplement application narrative, budget, or attachments. Compiles, edits and writes narrative progress reports. |
| 2 | S | Develops grant applications including the development of all submission timetables, proposed language and overall strategy to ensure timely submission of the application. Structures work flow and executes work plan to ensure that all departments involved in the process have adequate opportunity to provide significant input and review prior to the grant application. Works with project managers to develop detailed project budget breakdown for projects. Assembles budget and expenditure information from project manager and members of the Finance |



| | | |
|---|---|--|
| | | department. Collaborates with proper stakeholders to obtain input, signatures, data, forms, letters of recommendation, etc. Develops language for both the grant application narratives and data including, if necessary, charts, tables, maps, and diagrams to illustrate data. |
| 5 | S | Maintains and tracks grant requests and reporting requirements. Maintains database and files regarding information about grantors, including contact information, requests for funding, reporting requirements, deadlines, and whether the requests are funded or not funded. Through periodic audits and inquiries, and in coordination with all Department involved, assists in ensuring that SacRT complies with all grants/contracts or other external agreement requirements. |
| 6 | S | Responds to questions concerning grant compliance. Meets with involved personnel/agencies/business and partnerships and funding source agencies as needed to review financial reports, verifies figures and information for accuracy, completeness, and compliance with grant regulations. |



JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|---|
| Formal Education | <p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Management, Public Administration, Communications, Marketing, Planning, Economics, Finance, Accounting or another closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p> |
| Experience | <p>Minimum of four (4) years' experience in grants writing and administration, grants management and/or grants contracts administration, including program development, fundraising, and grant compliance auditing/monitoring.</p> |
| Supervision | <p>Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.</p> |
| Human Collaboration Skills | <p>Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p> |
| Freedom to Act | <p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance is reviewed periodically.</p> |
| Technical Skills | <p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p> |
| Fiscal Responsibility | <p>Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.</p> |
| Reading | <p>Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p> |
| Math | <p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p> |
| Writing | <p>Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p> |
| Certification & Other Requirements | |



| KNOWLEDGE |
|---|
| <ul style="list-style-type: none"> • Public agency and general financial and accounting principles, policies and procedures. • Mathematical and statistical analytical techniques. • Planning, financing, and operation of a public transit system. • Principles of capital program development and grant administration. • Principles and practices of budget development and administration. • Principles and practices of financial and administrative report preparation and presentation. • Methods, procedures, and techniques relative to governmental assistance programs, grant applications, and regulations. • Funding agency requirements, restrictions, and regulations. • Fundraising techniques and strategies. • Research techniques for fundraising prospect research. • Federal and state grants/contracts and other pertinent laws, regulations policies and requirements. • Principles and practices of record keeping, ability to maintain accurate and up to records of all grant proposals, status and administration |
| SKILLS |
| <ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation, graphics and database software • Specialized software related to functional area |
| ABILITIES |
| <ul style="list-style-type: none"> • Write clear, structured, articulate and persuasive proposals while organizing information clearly and precisely. • Creatively solve problems and make decisions • Work with in a team and use internal and external resources to perform at a high level • Remain calm under pressure and adopt to change • Manage multiple priorities, assigning priorities and very effective time management. • Remain abreast of federal and state grant/contract programs. • Conduct research, analyze findings, prepare and present clear and precise recommendations and reports. • Exercise discretion, maintain strict confidentiality and adhere to ethics standards • Read, analyze, and interpret technical information, financial reports, and legal documents. • Respond to inquiries or complaints from regulatory agencies or members of the community. • Write grant and other resource development activities proposals and articles for publication that conform to prescribed style and format using computer software programs. • Work with mathematical concepts such as probability and statistical inference • Extract statistics and written information from reports and transfer to other documents. • Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Draw programming connections and identify related goals between programs and departments that will both facilitate the District’s strategic plan and be more competitive when reviewed by funding agencies. |



- Effectively present information to executive management and various outside agencies/partnerships
- Conduct advanced internet searches.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Attention to detail.
- Ability to meet deadlines.
- Strong contributor in team environments
- High level of organizational and time management skills, including strict deadline management
- Independently perform difficult administrative and support work involving the use of independent judgment and personal initiative.
- Skill in successfully obtaining external funding for organizations.
- Strong interpersonal and effective communication skills, both written and verbal.
- Provide specialized financial support to the District's grant funded capital and non-construction projects.
- Prepare highly complex financial and administrative reports.
- Ensure accurate and timely submission of financial reports to various governing agencies.
- Analyze and interpret financial data and complex documents.
- Establish and maintain effective working relationships with employees and other agencies.
- Deal with difficult people and situations.
- Learn District and departmental operating policies and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely
- Effectively prioritize and manage multiple priorities and deadlines.



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | | |
|---|---|--|---|---|--|
| Sedentary | X | Light- | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | X | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C | F | O | R | N |
|--|--|--|--------------------------------------|------------------------|
| Continuously 2/3 or more of the time. | Frequently From 1/3 to 2/3 of the time. | Occasionally Up to 1/3 of the time. | Rarely Less than 1 hour per week. | Never Never occurs. |

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|--|
| Standing | O | Making presentations, observing work duties, communicating with co-workers |
| Sitting | C | Desk work, meetings |
| Walking | O | To other departments/offices/office equipment, around work site |
| Lifting | R | Files, supplies, equipment |
| Carrying | R | Files, supplies, equipment |
| Pushing/Pulling | R | File drawers, tables and chairs |
| Reaching | O | For supplies, for files |
| Handling | O | Paperwork |
| Fine Dexterity | F | Computer keyboard, calculator, telephone pad |
| Kneeling | R | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching | R | Filing in lower drawers |
| Crawling | N | |
| Bending | R | Filing in lower drawers, retrieving items from lower shelves/ground |
| Twisting | F | From computer to telephone |
| Climbing | R | Stairs; step stools |
| Balancing | N | |
| Vision | C | Reading, computer screen |
| Hearing | O | Communicating with co-workers and public and on telephone |
| Talking | C | Communicating with co-workers and public and on telephone |
| Foot Controls | N | |
| Other (specified if applicable) | | |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, scanner, copier, personal/district vehicle, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|

| -Health and Safety Factors- | |
|-----------------------------|---|
| Mechanical Hazards | N |
| Chemical Hazards | N |
| Electrical Hazards | N |
| Fire Hazards | N |
| Explosives | N |
| Communicable Diseases | N |
| Physical Danger or Abuse | N |
| Other (see 1 below) | N |

| -Environmental Factors- | |
|-------------------------|---|
| Respiratory Hazards | N |
| Extreme Temperatures | N |
| Noise and Vibration | N |
| Wetness/Humidity | N |
| Physical Hazards | N |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|-------------|
| Time Pressure | F |
| Emergency Situation | F |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | O |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | R |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



CLASS HISTORY:

Adopted: 10/17
Revised:
Title Change:
Maintenance
Update:
Abolished:
Job Key: TBD