New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 8608100

Public Safety Grants Representative 1, Grade 18	**8608100**
Public Safety Grants Representative 2, Grade 23	**8608200**
Public Safety Grants Representative 3, Grade 25	**8608300**
Public Safety Grants Representative 4, Grade 27	**8608400**
Assistant Director Public Safety Grants Management, M-3	**8608500**
Director Public Safety Grants Management, M-4	**8608600**

Brief Description of Class Series

Positions in this series monitor, oversee, direct, and administer criminal justice and homeland security grant programs at the Division of Criminal Justice Services and the Division of Homeland Security and Emergency Services. They review applications and preliminary proposals for grant funds, provide technical assistance to grantees with detailed budgeting, vouchering, and program reporting, and evaluate funded projects for compliance with program goals, objectives, contract provisions, and budgetary expenditures.

Distinguishing Characteristics

Public Safety Grants Representatives are distinguished by the combination of the grants portfolio administered, and the size and level of subordinate staff.

Public Safety Grants Representative 1: full performance level; under the supervision of a Public Safety Grants Representative 2, administers a large number of state or federally funded grant contracts; reviews grant applications; provides assistance to localities and non-profits in budget and workplan development; evaluates funded projects for compliance with program goals and contract provisions; may supervise paraprofessional or support staff.

Public Safety Grants Representative 2: first supervisory level; under the supervision of a Public Safety Grants Representative 3, supervises two or more Public Safety Grants Representatives 1; and manages and monitors grant contracts.

Public Safety Grants Representative 3: second supervisory level; under the direction of a Public Safety Grants Representative 4, manages a unit responsible for program development and administration of grant programs that includes two or more

Public Safety Grants Representatives 2.

Public Safety Grants Representative 4: managerial level; under the general direction of the Assistant Director Public Safety Grants Management, directly manages a complex unit(s) responsible for program development and administration of grant programs; or supervises two or more Public Safety Grants Representatives 3, or a single Public Safety Grants Representative 3 having responsibility for directing and managing grant programs over a large grant administration portfolio.

Assistant Director Public Safety Grants Management: managerial level; under the general direction of the Director, serves as second-in command providing day to day oversight of grants program planning and associated contract administration activities.

Director Public Safety Grants Management: managerial level; under the general direction of executive staff, directs all grants program planning and associated contract administration activities for the agency.

Related Classes

Contract Management Specialists negotiate, develop, prepare, review, implement, process, track; provide fiscal and administrative oversight of contracts; audit and process contract claims and vouchers; and approve and review contract payments to ensure that the payments are in accordance with contract terms.

Criminal Justice Program Specialists develop, administer, or supervise programs directed toward improving the efficiency and effectiveness of law enforcement and public safety related activities.

Criminal Justice Policy Analysts analyze, evaluate, monitor, present, and convey criminal justice and program performance data and trends; analyze criminal justice policy, programs, legislation, and other research studies; develop reports and other research materials and documents on criminal or juvenile justice programs; and conduct relevant research for, prepare correspondence to, and provide technical assistance to other governmental agencies.

Illustrative Tasks

Public Safety Grants Representative 1: Reviews, monitors, approves, and manages state or federally funded grant programs in governmental jurisdictions, not-for-profit agencies, and private organizations; monitors programs and evaluates funded projects for compliance with overall statewide program goals, contract provisions and budgetary expenditures; recommends project for initial and repeat funding; provides programmatic information and relevant federal and state guidelines and regulations to prospective applicants; collects data on funded programs, community conditions, and

progress reports for evaluation; coordinates requests for federal assistance or state control agency issues; drafts reports for federal and state officials; compiles data and assists in preparing responses to auditor's questions and requests; conducts site visits, and provides training.

Public Safety Grants Representative 2: Oversees, manages and has statewide responsibility over major grants programs; prepares and scores Requests for Proposals (RFP) and assembles procurement documentation for the Office of the State Comptroller (OSC); provides assistance to state and local criminal justice coordinators in developing grant program objectives, preparing contracts, and delineating program requirements; interprets federal and state grant administration guidelines; implements policy changes from state and federal directives; represents the agency on interagency advisory boards, commissions, and work teams; conducts site visits; and performs the full range of supervisory and training of staff duties.

Public Safety Grants Representative 3: Reviews and refines existing program policies to ensure desired outcomes and services; ensures New York State's continued eligibility for specific grant programs by guiding local and state coordinators, policy makers, and associated program administrators through application procedures with the federal government; reviews Requests for Proposals (RFPs) that incorporate state policy, federal requirements, and local needs; and performs the full range of administrative supervisory duties, including staff training and oversight of the RFP process.

Public Safety Grants Representative 4: Administratively supervises criminal justice and homeland security grant program development and administration; establishes program goals and objectives for various funding streams and makes policy recommendations to higher-level staff; establishes protocols for the obligation of substantial grant funds in accordance with federal program objectives and internal budget requirements; develops, evaluates, and revises procedures required for internal controls; leads internal workgroups, participates in bureau training and the development of processes and procedures to streamline the accomplishment of bureau goals and objectives, participates in inter- and intra-agency workgroups to implement agency or state initiatives; serves as primary liaison with other state and federal control agencies; and performs the full range of administrative supervisory duties.

Assistant Director Public Safety Grants Management: Administratively supervises, directs, and coordinates all daily grants administration activities related to oversight and management of preparedness grant funding for the agency; establishes policies and procedures governing grant management activities to develop and execute an administrative, operational, and financial monitoring in accordance with state and federal requirements; reviews monitoring functions and procedures to ensure that it's conducted according to applicable state and federal requirements; interacts with a variety of federal, state, municipal, and non-profit organizations; prepares reports, directives, special studies, briefings, related documents, and correspondence as required; provides oversight for all grant programs managed, including federal

homeland security, hazardous materials, and emergency management, as well as state interoperable communications and non-profit programs; oversees the development of state and federal grant applications and announcement to ensure deadlines are met; oversees the development of targeted grant programs, including evaluating programs and monitoring accomplishments, making recommendations to executive staff on future programs, and conducting needs assessments; responds to Executive Chamber and Division of the Budget initiatives; and performs the full range of administrative supervisory duties.

Director Public Safety Grants Management: Directs program planning and contract administration activities including the supervision of staff working with local and state agencies in the development and presentation of grant applications; directs funding requirements and guidance strategies for state and local agencies to assist them in meeting state and federal compliance standards; develops policy and formulates long-range strategic policy planning; oversees the preparation of annual budget, operating plans and submittal of required performance and grant reports; facilitates collaboration between executive staff, the Governor's Office, and federal, state and local agencies; represents executive staff in meetings, on regional committees and project groups; performs special assignments as directed by executive staff; and performs the full range of administrative supervisory duties.

Minimum Qualifications

Public Safety Grants Representative 1

Open Competitive: a bachelor's degree or higher, and satisfactory completion of a two-year traineeship.

Public Safety Grants Representative 2

Promotion: one year of permanent service as a Public Safety Grants Representative 1.

Public Safety Grants Representative 3

Promotion: one year of permanent service as a Public Safety Grants Representative 2. .

Public Safety Grants Representative 4

Promotion: one year of permanent service as a Public Safety Grants Representative 3.

Assistant Director Public Safety Grants Management

Promotion: one year of permanent service as a Public Safety Grants Representative 4

Director Public Safety Grants Management

Promotion: one year of permanent service as an Assistant Director Public Safety Grants Management or Public Safety Grants Representative 4

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 2/22/2023

SDP