Post-Award Grant Analyst (GA)

Office of Research & Sponsored Programs Foundation

Job #21-89

Open Until Filled

Review Date: Monday, November 29, 2021

(Job #21-89) Administrative Analyst/Specialist I (Exempt), Grant Analyst, $3,897-7,051/month. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, exempt, 12-month pay plan, permanent position with a one-year probationary period in the Office of Research and Sponsored Programs Foundation. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at [https://hraps.humboldt.edu/employee-benefits](https://hraps.humboldt.edu/employee-benefits).

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

**Position Summary:** Under the general direction of the Executive Director of Research & Sponsored Programs, the Post-Award Grant Analyst (GA) acts as the primary point of contact with campus faculty and researchers in their role as Principal Investigator (PI) on awarded grants, contracts, and trusts (Sponsored Projects, SPs). The SPs vary in complexity and scope as do the fully executed agreements with the awarding entities (Sponsors). Sponsors include federal, state, and local government, Tribes, nonprofit organizations, and businesses, each with their own regulations and policies. The GA is responsible for reviewing and interpreting the fully executed SP agreements and for maintaining current working knowledge of federal regulations as well as the unique Sponsor regulations and policies. The GA guides the PI through the life cycle of the SP and ensures the fulfillment of the SP requirements and compliance with the Sponsor, CSU, HSU, and SPF regulations, policies, and procedures thereby minimizing compliance/audit risk. The GA provides lead work direction to administrative support staff (Grant Support Coordinators & Student Assistants).

**Duties:**
- **Grant / Contract Fund Analysis, Forecasting, and Project Support**
  - Administers SPs from project initiation to closing, along with subsequent audit requirements and record retention; includes setting up new projects/PI Orientations and closing out completed projects in a timely manner.
Independently determines priorities and establishes own work flow to appropriately administer unique SP portfolio.

Communicates regularly, and meets as needed, with PI and project staff to clarify and interpret grant and contract guidelines, policies and procedures with respect to determining employment or consultant needs, purchasing requirements, and budget analysis and planning.

Negotiates with Program Officers and establishes a plan of action for meeting SP cost match requirements

Trains the PI, project staff, and department administrative support staff in reporting, processes, required forms and software associated with the day-to-day administration of their specific SPs.

Makes recommendations to the PIs and project staff regarding the fiscal management of SPs based on analysis of expenditures and the creation of budget projections.

Develops and maintains effective working relationships with PI and project staff, HSU business services, department and center staff, and Sponsor administrators and Program Officers; and, draws on these relationships to resolve disputes between SPF, University, faculty, and/or Sponsor as necessary.

Provides lead direction and is accountable for the work of internal post-award administrative support staff.

Represents SPF at on or off-campus functions and meetings as required.

Compliance

Analyzes grants and contracts of varying complexity at receipt of an SP and as needed throughout the length of the award to determine, record, and take action on items such as key deliverables, reports, compliance issues, and deadlines.

Ensures SPs are in compliance with Federal, State, and CSU policies, procedures, and regulations. Follows procedures to protect against audit disallowance or loss of SP reimbursements.

Prepares, submits and files financial reports and financial statements; reviews account balances and expenditure activity; requests/reviews journal entries to transfer expenses as needed.

Collaborates with the Compliance Officer to collect, consolidate, and document cost match from both internal and external collaborators and to fulfill sub-recipient monitoring and effort reporting requirements.

Oversees sub-recipient fiscal compliance and invoicing standards.

In situations lacking established guidelines, process, or procedure, the GA researches and suggests appropriate solutions and implements an action plan.

Evaluates internal policies and procedures advising management on their viability with respect to ongoing SP activity.

Audit Preparation

Assists the management team in working with Federal, State and CSU system auditors to provide information and answer questions for audit compliance reviews.

Intermittently reviews and audits expenditures (e.g., travel requests, hiring documents, vendor invoices) on assigned projects to check for compliance, documenting changes, exceptions, or irregularities for annual financial audit.

Provides feedback on ways to improve policies and procedures to avoid negative audit findings that can affect the organizations ability to receive funding, and to optimize operational efficiency.

Minimum Qualifications: General knowledge and skills in grant analysis (including contracts and trusts), with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree OR through a combination of education and work experience which provides the knowledge, skills, and abilities required to develop or improve administrative policies, procedures, practices, or programs.
Required Knowledge, Skills, and Abilities:

- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the Office of Research & Sponsored Programs.
- Ability to analyze a variety of complex regulations, apply sound judgment, draw logical conclusions and find creative solutions to a variety of problems.
- Proven ability to work in a polite and professional manner under pressure.
- Ability to organize and plan work and projects including handling multiple priorities.
- Attention to detail and accuracy.
- Excellent written and verbal communication skills with the ability to exercise tact, diplomacy, discretion, professionalism, and judgment in decision making and higher-level communications.
- Sound reasoning, analytical, conflict resolution, and problem-solving skills, including the ability to integrate a broad range of information sources, analyze them and apply the knowledge to the area being appraised along with the creation of appropriate supporting documentation.
- Demonstrated experience in efficiently and effectively delegating and overseeing work results of administrative support staff.
- Strong skills in analyzing policy issues, internal controls, and related federal and state laws and regulations to form solid recommendations for consideration of CSU legislative advocates and administrators.
- Excellent planning and organizational skills along with the ability to manage multiple high priority tasks simultaneously, set priorities that accurately reflect the importance of job responsibilities under changing business conditions, and consistently meet mandatory deadlines while ensuring high standards of service.
- Demonstrated ability to make oral presentations to individuals or groups to enhance understanding of applicable policies or procedures.
- Demonstrated ability to foster, establish and maintain positive and effective working relationships with diverse constituencies.
- Commitment to promote and support diversity and inclusion in the workplace.

Preferred Qualifications:

- Comprehensive understanding of post-award grant analysis, governmental accounting principles, sponsor reporting requirements, and OMB Uniform Guidance.
- Bachelor’s degree in Business Administration, Accounting, or a related field.
- Experience in budget planning, monitoring, and reporting.
- Experience in an institute of higher education or related accounting experience.
- Prior or current involvement with NCURA, SRA, COGR or similar professional organizations.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: https://forms.humboldt.edu/employment-history-form; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/98060

Application Deadline: This position is Open Until Filled. For full consideration, application materials must be submitted by the Review Date: Monday, November 29, 2021.
Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/ and questions may be sent to hr@campus.edu.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Humboldt State University’s Flickr page.