

STATEMENT OF DIFFERENCES  
To Standard Job # 1109-12

This is a developmental level position designed to prepare the incumbent to fully perform the duties at the full performance level as described in Standard Job # 1109-12, Grants Management Specialist (copy attached).

**1. Knowledge Required by the Position** Level 1-6, 950 points

Practical knowledge of laws, regulations, policies, procedures, program objectives, governing the administration of federal grants, cooperative agreements, and awards to award, administer, and manage grants, cooperative agreements, or other related instruments and skill in applying this knowledge to well-precedented projects.

Knowledge of financial methods, procedures, and practices to assess the financial stability of recipient of federal grants or cooperative agreements.

Ability to analyze documents to ensure all legal and regulatory requirements are met, identify missing information, revise documents to meet regulatory and other requirements.

Ability to negotiate to obtain grants and agreements.

Ability to communicate technical information and maintain a successful business relationship with researchers, agency personnel, cooperators, and similar groups within and outside the federal government.

**2. Supervisory Controls** Level 2-2, 125 points

The supervisor provides continuing or individual assignments by indicating generally what is to be done, applicable policies and procedures, quality and quantity expected, priorities, and timeframes. More detailed instruction is provided for unusual assignments.

The employee completes recurring assignments independently without specific instruction. The employee obtains guidance from the supervisor on more difficult assignments.

The supervisor reviews completed work for technical accuracy and for completeness in terms of compliance with instructions and with applicable laws, regulations, and policies.

**3. Guidelines** Level 3-2, 125 points

Guidelines such as specific regulations, policies, directives, instructions, and other related information are available. The employee uses judgment in selecting among the authorized methods and techniques and in the application of regulations and procedures.

Minor deviation to standard process, procedures, and instructions may be made. The supervisor is consulted when guidelines are not directly applicable or when major deviations

are required. With more advanced assignments the incumbent is required to exercise a greater level of judgment in selecting techniques.

**5. Scope and Effect**

Level 5-2, 75 points

The work involves the execution of specific rules, regulations, or procedures related to the receipt and processing of grants and agreements, e.g., reviewing grants and agreements documents for completeness following prescribed procedures.

The work affects the quality and timeliness of the grants and agreements process and the receipt of funding to continue research programs.

**6. Personal Contacts**

Level 6-2, 25 points

Contacts are with employees within the agency but outside the grants and agreements unit. The contacts represent different types of work associated with facilities, safety, finance, accounting, and contracting.

**7. Purpose of Contacts**

Level 7-2, 50 points

Contacts are generally for the purpose of obtaining and exchanging factual information related to preparing and processing grants and agreements requests. Individuals and other agency representatives contacted are usually pursuing mutual goals and are generally cooperative.

**Total Points = 1,510**

**GS-7 point range is 1,355 - 1,600 points**

**D. Other Considerations (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety Officer Collateral Duties
- Radiological Protection Officer Collateral Duties
- Environmental Management Officer and Member Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Special Agency Check (SAC) and limited background investigation required for Research Leader positions
- SAC and full background investigation required for positions working with BSL-3 (or higher) agents, or in BSL-3/BSL-4 facilities.
- Other:

Grants Management Specialist  
GS-1109-07

Standard Job #1109-07  
Statement of Differences to SJ# 1109-12