

DIVISION OF INDUSTRY SERVICES

GRANTS SPECIALIST (WISCONSIN FUND)

POSITION SUMMARY

Under general supervision of the Section Chief this position manages the Private Sewage System Rehabilitation or Replacement Grant Program (Wisconsin Fund) through the review of applications, resolutions, and ordinances submitted by Wisconsin governmental units and property owners requesting participation in the program.

Further, this position is responsible for determining the maximum allowable grant amount awards and auditing the records of program participants to ensure compliance with the program requirements.

GOALS AND WORKER ACTIVITIES

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A. Review applications submitted by property owners located throughout the State of Wisconsin to determine eligibility for participation in the Private Sewage System Rehabilitation or Replacement Grant Program and issue grant awards for eligible applicants.

- A1. Review applications for compliance with regulations.
- A2. Coordinate with other Divisions having administrative responsibilities related to the Private Sewage System Replacement or Rehabilitation Grant Program to determine total allocation available.
- A3. Issue grant awards to participating governmental units for all eligible applicants.
- A4. According to ch. SPS 387.21(1) and (2), Wis. Adm. Code, withhold grant awards for applications delinquent in child support or maintenance payments. Notify applicants in writing.
- A5. Issue denial letters to applicants that do not meet all eligibility criteria and inform them of their appeal rights as outlined in ch. SPS 387.91, Wis. Adm. Code.
- A6. Approve and process grant award payment requests.
- A7. Respond to citizen questions and complaints and inquiries from legislators.
- A8. Analyze and recommend revisions to administrative rules and changes in policies or procedures to ensure that they are addressing problems and being carried out effectively.
- A9. Implement procedure changes required under rule revisions.
- A10. Maintain data on the costs to replace failing private sewage systems.

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B. Provide technical assistance and training regarding the requirements of 145.245, Wis. Stats., and ch. SPS 387, Wis. Adm. Code, when requested by governmental units interested in participating or currently participating in the Private Sewage System Replacement or Rehabilitation Grant Program.

- B1. Respond to telephone or written inquiries on the requirements for participating in the grant program.

- B2. Serve as speaker and resource person at public forums and respond to technical code issues that arise.
- B3. Review ordinances and resolutions to determine compliance with program guidelines.
- B4. Notify governmental unit of approval or disapproval.
- B5. Provide initial training and ongoing assistance to governmental unit staff on determining eligibility of applicants, application procedures, and the process for requesting grant awards as required by ch. SPS 387.60(3), Wis. Stats.
- B6. Develop; distribute brochures, handbooks, training materials and other information regarding the Private Sewage System Replacement or Rehabilitation Grant Program.
- B7. Conduct statewide training sessions for participating governmental units on program requirements and their responsibilities when requested.
- B8. Conduct required statewide training sessions for participating governmental units on program changes or updates to s. 145.245, Wis. Stats., or ch. SPS 87, Wis. Adm. Code.

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C. Conduct audits of the records of participating governmental units or entities providing monitoring of experimental systems throughout the state that have received grant awards from the Department to assure compliance with program requirements according to SPS 387.81, Wis. Adm. Code. Issue department orders for correction of violations found as outlined in SPS 387.80, Wis. Adm. Code.

- C1. Conduct periodic audits of select applicant files within the offices of the participating governmental units throughout the state to assure compliance with all program rules.
- C2. Review the maintenance program records of the participating governmental units to assure compliance with s. 145.245(3), Wis. Stats., and 387.60(5)(b)4., Wis. Adm. Code.
- C3. Audit records of entities or persons providing monitoring of experimental systems as provided in SPS 387.81(2), Wis. Adm. Code.
- C4. Issue Department order to correct violations in accordance with 145.245(14), Wis. Stats., and ch.. SPS 387.80 Wis. Adm. Code.
- C5. Suspend governmental units from the program if corrections are not made.
- C6. Review single audit findings in conjunction with the Department's Bureau of Finance.

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D. Other duties as assigned including:

- D1. Represent the Department at appeal hearings scheduled as a result of an application denial by the department.
- D2. Serve as an expert witness for the Department at appeal hearings conducted at the participating governmental units when the participating governmental units deny an application.
- D3. Represent the Industry Services Division at intergovernmental committees related to finance assistance.
- D4. Supporting other needs within the Division.

JOB KNOWLEDGE, SKILLS AND ABILITIES

- Strong interpersonal and customer service skills.
- Strong verbal communication skills.
- Strong written communication skills.
- Strong analytical skills.
- Knowledge of theories, principles, practices, and techniques of developing reference materials.
- Knowledge of different types of credentials.
- Knowledge of and skill in the use of website authoring and publishing tools.
- The ability work in a team and act as a team leader.
- The ability to act in a professional manner and represent DSPS in a positive way.
- The ability to use a personal computer, internet, database software and other types of applicable software.
- The ability to gather data, to compile information, and prepare reports.
- The ability to write technical and non-technical documents.
- The ability to analyze and solve customer issues.
- The ability to proofread and edit across a variety of media.
- The ability to communicate complex ideas clearly and concisely, orally and in writing
- Skill in collecting, analyzing, and summarizing data to be used in educational and informational materials.
- Skill in organizing resources and establishing priorities.
- Understanding of administrative law and the statutes and rules related to the department.
- Understanding of state procurement guidelines.
- Experience working with grant programs is desired.