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| 56E* or 56N| Grants Administrator Supervisor II     | Bachelors degree 3+ years experience in grants and contracts Supervisory experience Intermediate knowledge of sponsored research regulations | • Advises faculty members on suggested grant limits based on knowledge and networking in the field  
• Provides advice on long-term capital expenditures  
• Locates, identifies and evaluates sources of outside funding on own accord  
• Provides unit with daily monitoring of grants and contracts for Principal Investigator to ensure expenses are being paid according to contract and government regulations  
• Approve purchases and shipment of equipment and supplies  
• Interprets regulations and guidelines of program funding for moderately complex grants and contracts and prepares renewals and periodic reports for grant agencies  
• Supervises the processing of invoices and day to day monitoring of budgets  
• Responsible for effort reporting for unit  
• Assists with pre-award applications  
• Assists with locating sources of outside funding  
• Prepares budget for department, unit, or school working with core or sponsored research funds typically relying on programmatic expertise to independently develop and oversee accounts, monitor balances and reconcile accounts; interpret and administer appropriate university and sponsored research fiscal policies  
• Prepares budget renewals, and periodic reports and sends to funding organization  
• Reviews and produces financial data providing research and data analysis to present for use in planning and decision making  
• Prepares multiple complex and varied financial reports (including ad hoc reports) that require selection, preparation, and interpretation of data using complex data query tools  
• Serves as principal source of information on complex fiscal policies and procedures including federal funding rules, and advises faculty, students, or staff on existing options or alternatives effectively recommending courses of action on fiscal matters  
• Establishes and manages accounting record keeping systems, and procedures for tracking and reporting, including recommending remedial measures | IMPACT Moderate impact on operations, resources, or University’s reputation with outside grant agencies  
SCOPE Works for a unit on moderately complex grants monitoring and reviewing post award transactions against Federal, Grantee and University regulations | RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

*Exemption status is determined by FLSA testing*

**NOTE:**

1) Individual positions will typically have most, but not necessarily all of the Duties & Responsibilities listed
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion