

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #25-38

CLOSING DATE: JULY 10, 2025

This position is not in the Classified Service of New York State but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Senior Grants Analyst 1
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters - Directorate of Management and Budget - number or vacancies - 1
Salary Grade:	SG-23
Salary Range:	Current Start Rate: *91,464 Job Rate: \$109,650 (*All hires begin at "Start Rate" unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>Grants Analysts are responsible for the administration of the federal grant programs under the Master Cooperative Agreement (MCA) between the National Guard Bureau (NGB) and the Division of Military and Naval Affairs (DMNA). Incumbents are expected to manage, analyze, interpret and administer the MCA reimbursements; oversee the review of internal processes and procedures associated with the MCA; ensure transactions forms are complete with details and properly submitted; and track and audit final payments. Incumbent performs a variety of assignments that are moderately complex and is expected to perform duties with considerable independence and professionalism. Volume of work is extensive. Incumbent will have oversight of processing funds from multiple sources and site locations – both Army and Air. Will be responsible for making comprehensive, thought-out decisions to resolve complex financial challenges/problems.</p> <p>The Senior Grants Analyst may perform all duties and responsibilities of the Grants Analyst and are typically considered second-level supervisors providing planning, direction, and supervision to a grants program and supervision to subordinate staff as assigned.</p> <p>The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable,</p>

the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel.

Duties may include, but are not limited to the following:

- Performs day-to-day administrative actions and monitoring related to the cooperative agreement.
- Maintains files for the MCA and each of its appendices, each Military Construction Cooperative Agreement (MCCA) both Army and Air, and each Special Military Project Agreement(s).
- Interprets statutes, rules, and regulations for the federal programs associated with the agreements.
- Develops guidelines, applications and correspondence regarding programmatic or procedural changes and disseminates same to staff and program managers.
- Coordinates applications for any future Federal and State agreements by establishing need, cost benefit, funding criteria, and ensuring that applicable statutes, rules, and regulations are adhered to and that appropriate criteria are followed for accepting the agreement.
- Attends informational meetings making formal presentations and answers technical questions.
- Drafts and makes recommendations on agreement modifications.
- Reviews the agreements fiscal obligations to ensure compliance with program requirements and contract terms.
- Prepares financial reports and maintains financial records for each federal program.
- Conducts reviews of expenditures and maintains financial records.
- Establishes procedures for review of proposed program funding.
- Reviews all proposed agreements and modifications for eligibility, completeness, accuracy and feasibility.
- Ensures program compliance with applicable Federal and State regulations and requirements.
- Monitors agreements and modifications for timeliness and funding level.
- Recommends approval or disapproval of agreements and modifications to the Director of Management and Budget.
- Contacts program managers, the United States Property and Fiscal Officer (USP&FO) Directorate and other interested parties regarding MCA funding issues.
- Accounts for all funds appropriated for agreements and establishes tracking systems for reimbursements.
- Submits reimbursement requests to the USP&FO Directorate on a monthly basis on behalf of the State of New York.
- Prepares extension requests, progress and expenditure reports, budget analysis and estimates, Centralized Personnel Plans or correspondence.
- Develops, conducts and submits any Internal Controls associated with the overall management of the agreements and modifications.
- Responsible for revenue deposits, general ledger entries and other administrative support activities associated with the agreements.

- Works with Federal and State employees to accomplish tasks timely and efficiently for reimbursements and general finance standards.
- Assists with overall state budget responsibilities.
- Where applicable, ensures smooth interaction of processes relating to Budget and Finance, MCA, Business Services Center (BSC) and other agency requirements.
- May be required to supervise staff.
- Will complete and attend training as required.
- May require periodic travel.
- May require periodic overtime.
- Perform other duties as assigned.

In addition to the above, assignments may include but are not limited to the following:

- Review and approve all Master Cooperative Agreement (MCA) modification requests and federal reimbursements before Director of State Budget and Finance signature.
- Manage and monitor Federal budgets in the State Financial System (SFS) to make sure they are in accordance with the MCAs.
- Lead and supervise Grants Analyst Staff.
- Lead and supervise liaison activities with program managers, fund managers, and all other required entities.
- Build and manage cross functional teams to maintain the integrity of the MCA programs.
- Communicate with USP&FO, Grants Officer Representative (GOR), Program Managers, Fund Managers, and Director & Deputy of State Budget & Finance, to determine available funding and ensure compliance with the budgeted amount.
- Prepare reports and cost analyses for managerial review.
- Contribute to the development and/or implementation of new policies, practices and procedures related to federal reimbursements.
- Provide training to agency program offices on State and agency reimbursement policies and guidelines.
- Perform the full range of supervisory duties over professional staff such as performance evaluations, time and attendance, and employee relations.
- Deliver and direct training on new or revised laws, rules, regulations, policies, or procedures.

JOB REQUIREMENTS:

- Must be proficient in Microsoft Office Word and Excel.
- Experience with grant and/or contract administration; preferably federal grants.
- Ability to perform tasks with minimal supervision.
- Ability to motivate and coordinate a team to complete projects.
- Ability to prioritize duties and responsibilities and ensure deadlines are met.
- Strong written and verbal communication skills.
- Strong organizational skills.

- Ability to interact and work well with various categories of people to include co-workers, management, federal and state personnel, contractors and representatives from other agencies.
- Ability to train and supervise subordinates and demonstrate an understanding of the basic principles of supervision.
- Knowledge of budget development.
- Ability to present materials to individuals or groups in a professional and articulate manner.
- Ability to read and write in English.
- Demonstrated reliability and trustworthiness.
- Experience in multi-tasking and prioritizing multiple deadlines.

Preferable Job Requirements:

- Working knowledge of PowerPoint and Excel.
- Experience in developing and presenting presentations and/or training programs.
- Knowledge of State agency operations and policies.

Minimum Qualifications:

Satisfactory completion of one (1) full time year of permanent service in a state position titled Grants Analyst, Salary Grade 18.**

AND

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command.

Must be able to read and write in English.

Must be proficient in and able to independently use Microsoft Office Suite software; more specifically Word and Excel.

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as Statewide Financial System (SFS), GFEBS and Statewide Learning Management System (SLMS) as related to duty assignments.**

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET or other clearance may be required.

* Management confidential employees of same equated grade or higher may be considered if experience meets requirements.

	<p>** Other combinations of education and work experience, including military, may be considered, however, candidates for the Senior Grants must demonstrate seven (7) years in total and direct relevance to the duties and requirements noted above and must have at least one year of full-time supervisory experience</p> <p>** Should related regulations, procedures and requirements change, additional training and/or certifications may be required.</p> <p>At all times, employees MUST maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination.</p> <p>NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for any further information regarding the position requirements.</p>
How to Apply:	<p>To be considered for an interview, please submit your cover letter and resume to one of the following:</p> <p>BY E-MAIL (PREFERRED METHOD): Send to: nq.ny.nyarnq.mbx.mnhs-job-posting@army.mil Subject line to say: Job Title and Location</p> <p>BY MAIL: New York State Division of Military and Naval Affairs State Human Resources Management 330 Old Niskayuna Road Latham, New York 12110-3514 Attn: Classifications</p> <p>BY FAX: (518) 786-6085 Fax Cover sheet to say: Job Title and Location</p> <p>In your submission, please be sure to indicate <u>what position and location you are apply to</u>. Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position. Be sure to include any specific licenses and/or certification in a skilled trade.</p> <p><u>Vagueness and omissions will not be resolved in your favor.</u></p> <p>For questions, please reach out to Sate Human Resources at (518) 786-4830</p> <p>This vacancy announcement will be posted until July 10, 2025.</p>
Subject of Interview:	<p>ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE</p>

	<p>EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
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	<p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
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<p>POSTED: JUNE 25, 2025</p>

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New York State is an Equal Opportunity/Affirmative Action Employer.