

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

VACANCY ANNOUNCEMENT #25-37A

PREVIOUS APPLICANTS TO VACANCY #25-37 DO NOT NEED TO REAPPLY FOR CONSIDERATION

CLOSING DATE: CONTINUAL UNTIL FILLED

VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE

REPOSTED SEPTEMBER 15, 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:	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-18
Salary Range:	Current Start Rate: *\$70,543 Job Rate: \$85,138 (*All hires begin at "Start Rate" unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>Following supervisory direction, the Grants Analyst 1 is 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). The incumbent is 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 position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau</p>

(NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel.

Specifically, 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).
- Develops Requests for Proposals (RFPs) in the context of Federal and State Agreements.
- 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 process 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 audits 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 Army and Air program managers, the United States Property and Fiscal Office (USP&FO), and other interested parties regarding agreement issues.
- Accounts for all funds appropriated for agreements and establishes tracking systems for reimbursements.
- Submits reimbursement requests to the USP&FO 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.
- 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.
- Periodic overtime may be required.
- Periodic travel may be required using various modes of transportation.
- Performs other duties as assigned.

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 independently without supervision as well as 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.
- 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. May assist with overall state budget responsibilities.
- Ability to present materials to supervisors and Executive Management in a professional and articulate manner.
- Ability to read and write in English.
- Demonstrated reliability and trustworthiness.
- Preferably knowledge of state agency operations and procedures.

Minimum Qualifications:

Three (3) years of State service in a position allocated or equated to a salary grade 13 or higher in which primary duties include accounting, bookkeeping, data gathering and analysis in relation to numbers or money, tabulations and calculations or similar duties and responsibilities. Must have supervisory experience.

OR

Bachelor's Degree in a finance related field of study including at least 24 credit hours in accounting with a minimum of two (2) years of experience in which 50% or more of your time must have included accounting, bookkeeping, data gathering and analysis in relation to numbers or money, tabulations and calculations or similar duties and responsibilities. Must have at least one year of full-time direct supervisory experience.*

OR

An Associate's degree in a finance related field of study including at least 12 credit hours in accounting and four (4) years of experience in which 50% or more of your

time must have included accounting, bookkeeping, data gathering and analysis in relation to numbers or money, tabulations and calculations or similar duties and responsibilities. Must have at least one year of full-time direct supervisory experience.*

AND

Must be at least 18 years old and have a High School Diploma or GED.

Must possess a valid driver's license to operate a motor vehicle in the State of New York. Must report any changes to supervisory chain and State Human Resources (MNHS).

Must be proficient in Microsoft Office Suite.

Must be able to read and write in English.

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS, GFEBs and the Statewide Learning Management System (SLMS) and/or other computer training 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.

* A combination of education and other work experience, including military, may be considered, however, candidate must demonstrate at least (6) years in total and direct correlation to the requirements noted above. Must have at least one year of full time supervisory experience. [NOTE: Supervisory experience maybe waived based on position assignment at the time of posting.]

** Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

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.

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.

How to Apply:

To be considered for an interview, please submit your cover letter and resume to one of the following:

BY E-MAIL (PREFERRED METHOD):

Send to: ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil

Subject line to say: Job Title and Location

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

BY FAX:

(518) 786-6085

Fax Cover sheet to say: Job Title and Location

In your submission, please be sure to indicate **what position and location you are apply to**. Ensure to **CLEARLY note how you meet the minimum qualifications** for the position. Be sure to include any specific licenses and/or certification in a skilled trade.

Vagueness and omissions will not be resolved in your favor.

For questions, please reach out to Sate Human Resources at (518) 786-4830

This vacancy announcement will be posted until filled.

Vacancy announcements can be closed 15 days after the original posting date listed below.

Subject of
Interview:

ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE 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.

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.

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