



Yurok Tribe

Job Description

JOB TITLE:	Grants and Contract Data Analyst		
JOB GRADE:	10	REPORTS TO:	Grants and Compliance Officer
STATUS:	Non-Exempt	LOCATION:	Klamath
DEPARTMENT:	Grants and Compliance	DIVISION:	Executive Branch
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$29.75-\$35.53		

POSITION SUMMARY:

This position reports to the Grants and Compliance Officer. The incumbent is responsible for grant project data collection; data in form of required financial and programmatic reporting, grant financial tracking (allowable indirect rate, match, percentage allowable administrative...etc.), grant objective surveys, evaluations, and similar data. The incumbent is responsible for researching and developing a system to best collect grant data. The incumbent will be able to provide comprehensive data reports at management level using grant data.

DUTIES AND RESPONSIBILITIES:

1. Responsible for working with divisions in collecting usable aggregate data from grant budgets/contracts/ reports as well as grant objective surveys and evaluation type data.
2. Responsible working with the Grants and Compliance Officer, the Information Technology department and fiscal in developing a data collection system and process, Responsible for monitoring grantor program performance and compliance of required program reporting, and In coordination with the Grants and Compliance Officer reporting out requested reports based on collected aggregate grant data.
3. Attends meetings pertaining to contracts/grants/budgets and keeps abreast of contract/grant regulations.
4. Has the ability to perform fiscal reports and accounting functions as requested by funding agencies.
5. Assists with the development of grant proposals in support of future projects.
6. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. G10: Bachelor's degree in related field with three years job specified experience.
2. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
3. Candidates with equivalent combinations of education, training and experience will be considered.

MINIMUM QUALIFICATIONS:

1. Must have a bachelor's degree and three years of experience in managing programs or projects.
2. Possess strong technical and communication skills with the ability to coordinate with external agencies and organizations on regulatory compliance and budget requirements.
3. Proficiency in operating computer spreadsheets, word processing systems, and budget tools.
4. Excellent leadership and management skills, including demonstrated ability to select, train, develop, mentor, and motivate staff.
5. Must possess initiative, strong time management and organizational skills, including the ability to work independently, assess priorities and manage a variety of activities with attention to detail.
6. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.

2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employees will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date