

Position Overview

Position Overview

Supervisory Organization	Supervisory Organization (Rebecca Teague (029763))
Organization Assignments	BAH 4 IMT: HEALTH IMT Company: 631 Booz Allen Hamilton_United States Cost Center: 28 ARTS - Client Site
Effective Job Requisitions	R0000937 Early Childhood Grantee Specialist (Open)
Job Posting Title	Early Childhood Grantee Specialist
Job Description Summary	Provide intensive on-site training and technical assistance to grantees with program and management compliance findings identified through the federal monitoring process. Maintain regular and timely communication with the appropriate regional office staff and provide regular debriefing meetings following on-site visits, participation in risk management meetings, staffing, and other meetings. Work with grantees with concerns identified through Regional Office oversight process and other data sources, such as the Program Information Report (PIR), refunding application analysis, and monthly enrollment reporting. Provide grantees with training and technical assistance designed to help them strengthen their internal systems. Develop and provide training in topical areas to audiences, including Regional Office staff, grantees, and state partners. This position will require travel in the 5 states, including Arkansas, Louisiana, New Mexico, Oklahoma and Texas, identified as the Federal Region 6, and will be able to work from home the remaining time.
Job Description	<p>Key Role: Provide intensive on-site training and technical assistance to grantees with program and management compliance findings identified through the federal monitoring process. Maintain regular and timely communication with the appropriate regional office staff and provide regular debriefing meetings following on-site visits, participation in risk management meetings, staffing, and other meetings. Work with grantees on concerns identified through Regional Office oversight processes and other data sources, including the Program Information Report (PIR), refunding application analysis, and monthly enrollment reporting. Provide grantees with training and technical assistance designed to help them strengthen their internal systems. Develop and provide training in topical areas to audiences, including Regional Office staff, grantees, and state partners. This position requires travel in the 5 states, including Arkansas, Louisiana, New Mexico, Oklahoma and Texas, identified as the Federal Region 6, and will be able to work from home the remaining time.</p> <p>Basic Qualifications: -5 years of experience with program design and management or fiscal operations in or with HS/EHS programs and the development and implementation of comprehensive management systems -Experience in fiscal areas, including budgeting, multiple funding sources, HS circulars, cost principles, HS specific audits, and the fiscal role of the governing body -Experience with analyzing and redesigning systems for grantees to improve the effectiveness and quality of program operations -Experience with providing ongoing process consultation or technical assistance -Experience with assisting and working with grantees to successfully correct major compliance issues, and address management and organizational structure changes -Experience with providing technical assistance to governing bodies, including non-profit boards of directors -Experience with systems, governance, and program management in Head Start programs -Experience in working with school districts, community action programs, single purpose agencies, or government entities -BA or BS degree</p> <p>Additional Qualifications: -Experience with data analysis</p>

- Knowledge of Head Start performance standards and all applicable federal, state, and local laws, rules, and other regulations
- Ability to help grantees prioritize goals and objectives
- Ability to work on-site with grantees for periods of time ranging from one day to several weeks
- Possession of excellent oral and written communication skills
- MA or MS degree in Accounting, Finance, Business Management, or a related field preferred

Available For Hire Yes
Hiring Freeze No

Open Job Requisition

Requisition Details

Job Requisition R0000937 Early Childhood Grantee Specialist (Open)
Supervisory Organization Supervisory Organization (Rebecca Teague (029763))
Organization Assignments BAH 4 IMT: HEALTH IMT
 Company: 631 Booz Allen Hamilton_United States
 Cost Center: 28 ARTS - Client Site
Position Early Childhood Grantee Specialist (Unfilled)
Referral Payment Plan
Available for Overlap No
Available For Hire Yes
In Progress Candidates CRYSTAL RAMSEY (C00079351)
 Lauren McCarthy (C00080332)
 Sandra Peña (C00081177)
 Stacie Warren (C00074728)
 Steve Angell (C00040590)
 Yvonne Jones (C00044062)
Hiring Freeze No
Requester Rebecca Teague (029763)
Replacement For
Recruiting Instruction Internally and Externally
Job Posting Title Early Childhood Grantee Specialist
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Hiring Requirements

Job Details

Job Profile Customer Trainer Mid

Job Families for Job Profile Learning Systems Instructional Designer
Worker Sub-Type Regular
Worker Type Employee
Time Type Full time
Compensation Grade Grade 13
Primary Location USA, TX, Dallas (1100 Commerce St)
Primary Job Posting Location USA, TX, Dallas (1100 Commerce St)
Additional Locations
Additional Job Posting Locations
Scheduled Weekly Hours 40
Work Shift
Recruiting Start Date 02/01/2017
Target Hire Date 02/01/2017
Target End Date 06/30/2021

Additional Information

Union Membership from Job Profile
Allowed Unions from Job Profile
Work Study Award from Job Profile
Allowed Student Award Sources from Job Profile

Job Description

Key Role:

Provide intensive on-site training and technical assistance to grantees with program and management compliance findings identified through the federal monitoring process. Maintain regular and timely communication with the appropriate regional office staff and provide regular debriefing meetings following on-site visits, participation in risk management meetings, staffing, and other meetings. Work with grantees on concerns identified through Regional Office oversight processes and other data sources, including the Program Information Report (PIR), refunding application analysis, and monthly enrollment reporting. Provide grantees with training and technical assistance designed to help them strengthen their internal systems. Develop and provide training in topical areas to audiences, including Regional Office staff, grantees, and state partners. This position requires travel in the 5 states, including Arkansas, Louisiana, New Mexico, Oklahoma and Texas, identified as the Federal Region 6, and will be able to work from home the remaining time.

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- Experience with analyzing and redesigning systems for grantees to improve the effectiveness and quality of program operations
- Experience with providing ongoing process consultation or technical assistance
- Experience with assisting and working with grantees to successfully correct major compliance issues, and address management and organizational structure changes

- Experience with providing technical assistance to governing bodies, including non-profit boards of directors
- Experience with systems, governance, and program management in Head Start programs
- Experience in working with school districts, community action programs, single purpose agencies, or government entities
- BA or BS degree

Additional Qualifications:

- Experience with data analysis
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Additional Job Description

Attachments

Attachments

Job Requisition Attachment

Organizations

Organizations

Company

Organization Type	Proposed Organization
Company	

Cost Center

Organization Type	Proposed Organization
Cost Center	

Other

Organization Type	Proposed Organization
BAH 4 IMT	

Business Process History

Business Process

Effective Date	Business Process	Initiated On	Completed On	Status
02/01/2017	Job Requisition: Early Childhood Grantee Specialist	02/01/2017 06:00:59 PM	02/03/2017 10:02:44 AM	Successfully Completed

Hiring Restrictions

Job Profile Customer Trainer Mid
Location USA, TX, Dallas (1100 Commerce St)
Availability Date 02/01/2017
Earliest Hire Date 02/01/2017
Time Type Full time
Worker Type Employee
Worker Sub-Type Regular

Qualifications

Qualifications none entered

Business Process History

History

Effective Date	Process	Supervisory Organization	Worker Type	Job Profile	Time Type	Location	Default Weekly Hours	Scheduled Weekly Hours	Organizations	Entry Date
01/30/2017	Create Position: Early Childhood Grantee Specialist	Supervisory Organization (Rebecca Teague (029763))								01/27/2017 01:49:59.262 PM
01/30/2017	Create Position: Early Childhood Grantee Specialist	Supervisory Organization (Rebecca Teague (029763))							28 ARTS - Client Site 631 Booz Allen Hamilton_United States HEALTH IMT	01/27/2017 01:49:59.262 PM

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Business Process	Effective Date	Initiated On	Due Date	Completed On	Status
Job Requisition: Early Childhood Grantee Specialist	02/01/2017	02/01/2017 06:00:59 PM	02/03/2017	02/03/2017 10:02:44 AM	Successfully Completed
Create Position: Early Childhood Grantee Specialist	01/30/2017	01/26/2017 06:48:52 PM	02/02/2017	01/27/2017 01:49:59 PM	Successfully Completed

Requisitions

Open Job Requisition

Requisition Details

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Cost Center

Organization Type	Proposed Organization
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Other

Organization Type	Proposed Organization
BAH 4 IMT	

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All Job Requisitions

Job Requisition	Position	Supervisory Organization	Status	Target Hire Date	Recruiting Start Date	Creating Event	Position Fill Event
R0000937 Early Childhood Grantee Specialist (Open)	Early Childhood Grantee Specialist (Unfilled)	Supervisory Organization (Rebecca Teague (029763))	Open	02/01/2017	02/01/2017	Job Requisition: Early Childhood Grantee Specialist	

Incumbent

Incumbent History

Start Date	End Date	Worker