

## **PROGRAM MONITOR**

07220

(Competitive)

### **DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for monitoring grant funded programs to determine compliance with terms and conditions of said grants by reviewing reports and by visiting sites to observe activity and interview administrative and participant personnel. The work is carried out in accordance with guidelines promulgated by the funding source consistent with agency policies. Assignments are received from an agency administrator who reviews work in the form of narrative and numerical data compiled by the Program Monitor. The work of this class is characterized by the working relationships with grant administrative and participant personnel developed through on-site visits, personal observation and interviews. An employee in this class typically does not exercise supervision. Incumbents may be required to successfully pass a background check. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Monitors grant funded programs to determine compliance with terms and conditions of said grants.

Visits funded program sites to observe activity; to interview participants and staff to determine compliance or learn of any problems related to programs or participants; and, reviews records and reports of program.

Compiles narrative and numerical data regarding grantees' and/or participants' performance and reports to supervisor regarding grantees' compliance and fulfills other administrative reporting requirements through the composition of narrative reports.

Participates in financial and administrative activities following the awards process to ensure compliance with requirements as agreed to with funding sources.

Supports, adheres to and maintains strong internal control policies and procedures.

Monitors grantees' performance as stipulated by specific conditions of grant depending upon unique aspects of assignment.

Provides technical assistance to agencies regarding evaluation methodology, programming, record keeping, case recording, etc.

Performs such other necessary activities in support of administration as assigned, such as, but not limited to, data collection and analysis; preparation of written material or financial reports; assisting in planning for youth services; or participating on committees.

### **When Assigned to the Onondaga County Health Department:**

Responsible for the field monitoring activity of WIC vendors in an approximate six county area.

Monitors WIC vendor performance as specified by WIC program regulations including initiation of vendor contracts, processing vendor applications, authorizing WIC vendors and vendor contact management.

Represents WIC agency at fair hearings requested by vendors.

Participates in public health preparedness activities as trained and assigned.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Working knowledge of the legal or contracted requirements of the assigned program.

Working knowledge of principles and practices of research and analysis.

Working knowledge of municipal finance.

Skill in the interviewing for the purposes of extracting information relating to program performance.

Ability to relate well with others in a variety of working relationships.

Ability to gather, compile, and analyze numerical and narrative data.

Ability to compose written reports.

### **MINIMUM QUALIFICATIONS**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher; or,
- B. Four (4) years of paraprofessional or professional level work experience, or its part-time equivalent; or,
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).