



Performance & Grant Monitoring Specialist Job Description

Job Title:	Performance and Grant Monitoring Specialist
Job Category:	Social Services
Primary Location:	Los Angeles, 90011
Department:	Workforce Development
Reports To:	Director of Workforce Development
Direct Reports:	None
Seniority Level:	Associate
FLSA Status:	Non-Exempt
Job Type:	Full-Time
Travel:	No

ABOUT CRCD

CRCD's mission is to better sustain, coordinate, and improve local planning, development, and community services that address the needs of low-income and working-class residents and small business in South LA. CRCD is committed to being a diverse and inclusive workforce that promotes equity in everything we do.

POSITION SUMMARY

The Workforce Development department supports CRCD's mission of being a result-driven organization that provides high-quality programming to youth, residents, and businesses in South Los Angeles. Under the direction of the Director of Workforce Development, the Performance and Grant Monitoring Specialist is charged with monitoring grant scope of work implementation, performance measurement understanding, grant kick-off and execution, and other procedures in accordance with all contract requirements and supporting CRCD's integrated service delivery model and client-centered approach. Performance and Grant Monitoring Specialist will support grant rollout and monitoring for all workforce development grants and programs at CRCD and will play a primary role in ensuring all programmatic performance is monitored for successful implementation.

ESSENTIAL DUTIES & RESPONSIBILITIES

Grant Review

- Review all grant scope of work, performance measures, participant eligibility, and reporting guidelines.
- Provide weekly grant scope of work requirements to the Director of Workforce Development and Chief Program Officer (CPO).
- Verify grant performance measure matches the application announcement and application measures.



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Grant Implementation/Kick-Off

- Prepare and present grant kick-off tools within 48 hours of full grant execution.
- Establish and maintain electronic and hard copy files for each grant funded project with the Workforce Development Department.
- Develop, review and revise performance indicators that are duplicated across multiple grants
- Creating, reviewing, and refining results frameworks and logic models
- Attend funder/stakeholder meetings that reviews provider performance.
- Work with the Director to establish internal performance measure benchmarks and timelines.
- Work with L&E to monitor grant modifications and report progress to the Director.

Application Development

- Participate in grant application processes to track CRCD proposed objectives and benchmarks.
- Serve as the Director liaison when the person is not available to attend an application meeting. This will require taking notes, capturing action items, and reporting to and from the Director.

Performance Monitoring

- Conduct weekly performance reviews for all active grants supporting Workforce Development.
- Provide the Director with weekly summary reports on grants that require immediate attention or corrective actions, based on dashboards provided by the Learning and Evaluation Department.
- Monitor grant expenditures including on the job training (OJT), individual training accounts (ITA), work experience (WEX), and support services
- Reviewing performance data, including baseline data collection and performance indicator data, and remind the Director of data quality and utility of all data.
- Provide the Director with monthly subcontractor performance reports.
- Promoting the use of data for evidence-based, programmatic decision-making.
- Review reporting calendars to provide the Director and management team with real time reminders.
- Responsible for coordinating and conducting Workforce Development department training on a quarterly basis for EO compliance, Limited English Proficiency (LEP), and Disabilities training.
- Conduct, monitor, and provide technical assistance of Workforce Development



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department subcontractors

- Work with the L&E team to conduct internal audits of all department's programs
- Responsible for participant satisfaction surveys and success stories

Grant Closeout

- Assist in preparation for external monitoring visits, reviews, and audit, and cross-site evaluations.
- Assist the Director with monitoring corrective action goals and performance

MINIMUM QUALIFICATIONS

- Two years' experience or related work and/or bachelor's degree. Experience with non-profits and both government and foundation grants a plus.
- Two years' experience working with vulnerable populations in Workforce Development Programming
- Strong project management skills, professional verbal & written communication, detailed oriented.
- Some knowledge of data base systems: Efforts-to-Outcomes (ETO), Salesforce, or other case management software, highly preferred.
- Knowledge of an experience with Microsoft Office (Excel, Word, PowerPoint)
- Self-directed and capable of working to meet quick turnaround and multiple deadlines independently.
- Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries.
- Demonstrated knowledge of community resource.
- Reliable transportation, valid driver's license, and car insurance as required by law, as appropriate.

WORK ENVIRONMENT

- On occasion walk or drive to different local sites throughout the day.
- Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
- Combination of field and office environment.
- May necessitate working in busy and loud environments.
- May be exposed to elements like cold, heat, dust, noise, and odor.
- Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
- This is not a work-from-home position
- May participate in funder or stakeholder convenings that requires local and out of state travel.



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RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

- Encompass a “do whatever it takes approach” to serving our community
- Always maintain a safe work environment and confidentiality.
- Be proactive, creative, and flexible in determining, evaluating, researching, and resolving issues.
- Organize and prioritize multiple activities to meet all external and internal deadlines.
- Maintain professional demeanor that reflects positively on the agency.
- Demonstrate respect and courtesy toward others.
- Able to thrive in a work environment emphasizing teamwork and collaboration.
- Respond in a timely manner in all aspects of communication.
- Regular and prompt attendance in the office is required
- Work with limited to minimum supervision.
- *Perform other duties as assigned by your supervisor and or executive team.*

BENEFITS

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 85% employee paid and 50% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance
- 14 Paid Holidays

CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD's criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO/ADA Coordinator contact: Stacey Cabling (213) 743-6193.



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ACKNOWLEDGEMENT

Employee Incumbent Name

Employee Signature

Date

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