

System Office SUOAF Position Description

Position Title: CT Health Horizons Project Director (Grant Funded)

Rank: Admin IV

Department: CSCU President's Office/Academic & Student Affairs Office

Supervisor: Chief of Staff/Chief Strategy Officer

POSITION SUMMARY

Oversees 3-year, \$35 million CT Health Horizons Project grant in partnership with the Office of Workforce Strategy (OWS) funded through ARPA and the CT Office of Policy and Management (OPM) to address the state's workforce shortage in nursing and social work.

SUPERVISION EXERCISED

None.

POSITION RESPONSIBILITIES

Reporting Relationships

- Maintain excellent communication with the Chief of Staff /Chief Strategy Officer, the CSCU Provost's office and all higher education and state partners convened for the grant
- Establish process for regular written updates to the Chief of Staff, funding agency and key stakeholders

Grant Oversight

- Responsible for day-to-day oversight and management of the OPM grant to ensure compliance with deliverables and timelines set forth in the grant
- Develop positive working relationships with college and university leads;
- Coordinate and implement professional development with consulting partners to promote program best practices and awareness of labor market needs
- Establish and oversee grant-related processes, procedures and implementation plans with all grant stakeholders to ensure coordination of effort, compliance and successful implementation
- Ensure program activities are conducted as described in the Statement of Work
- Maintain and monitor the overall grant budget, including CSCU budget, individual subrecipient and contractor budgets, to ensure timely and efficient expenditure of grant funds
- Responsible for creation and maintenance of fiscal and program data files for the project
- Coordinate hiring process and supervise grant staff, as needed
- Coordinate and manage day-to-day tasks to meet contracted deliverables for the successful implementation and completion of the project
- Monitor expenditures, contracted project goals and reporting of partners and ensure compliance with scope of grant
- Ensure that the grant deliverables and metrics are being met and, if necessary, work with grant partners to develop action plans to meet grant deliverables
- Develop strong relationships with colleges and universities and other partners to fulfill grant requirements and support steering committees, learning communities, etc. that may be needed to carry out the grant requirements

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- Suggest changes to the project as necessary to improve project performance
- Establish systems, in collaboration with CSCU System Office, to ensure financial compliance and budget monitoring
- Work with CSCU System Office to contract for needed services, as stated in the grant Statement of Work
- Monitor any grant consultant contracts
- Review quarterly programmatic and fiscal reports; work with CSCU Finance Department to ensure timely reimbursement of expenses

Compliance

- Serve as point of contact/liaison with the Office of Policy and Management and Office of Workforce Strategy
- Prepare and file all necessary reports and updates required by OPM, and if necessary, any budget or Statement of Work modifications
- Participate in audits, if needed
- Work with partners to facilitate training and technical assistance

Program Promotion and Outreach

- •Coordinate development and dissemination of grant related materials, project information, products, and services
- Work with CSCU staff and others to raise visibility of the grant and grant-related programs and activities

Other

• Perform other related duties which do not alter the basic level of responsibility of the position

QUALIFICATIONS

- Four (4) years budgeting and fiscal experience with three (3) years of progressively more responsible project management experience
- Bachelor's degree required, Master's preferred; relevant leadership experience may be substituted
- Experience in managing public-private partnerships, with business and higher education institutions preferred
- Demonstrated experience in grants/project management with state or federal agencies and with multiple, diverse partners
- Excellent written and oral communication skills
- Demonstrated experience in effective management of multiple, competing priorities
- Ability to meet deadlines
- Information technology literacy skills
- Strong customer service skills
- Knowledge of state, federal and local funding guidelines preferred
- Experience with higher education programming preferred

Jacqueline Swanson	8/24/22	CT Health Horizons Project Director (Grant page 2 of 2	08/24/2022
For CSCU	Date	For SUOAF	Date
		Tracking# 22082401JD	

APPENDIX B SUOAF-AFSCME POSITION ACTION REQUEST FORM AND PROCEDURES

Position title &	Admin IV
rank: CT Health Horizons Project Director (Grant Funded), Augustian University: CSCU System Office Date:	08/24/2022
Level 1, Day 0 – Univ. Chief Human Res package to Chapter level SUOAF designee for the following items where applicable: (1) a c position descriptions; (3) salary, rank, and information required.	ources Officer creates and presents or review. Attachments shall include opy of this form; (2) new and former
Initiating president or designee Date presented to univ. SUOAF rep. SUOAF univ. review & recom. by Date of SUOAF university review	Jacquie Swanson, Compensation & Classification Analyst 08/22/2022 Jon Derman, SUOAF-BOR Chapter President 08/23/2022
The above-mentioned package has been founiversity Chief Human Resources Officer.	-
Level 2, Not to exceed 10 working days after occurs during this interval. Further negotian final Union approval. Upon such approval, the initiating University Chief Human Resou	ation may occur at this level prior to SUOAF shall return all materials to
SUOAF Local Pres./desig.: Jon Derman	Date: <u>08/24/2022</u>
	pprove proposed rank & salary
Comments or recommendations:	isapprove proposed rank & salary 2082401JD
Date returned to Univ. Chief Human Resour	ces Officer: <u>08/24/2022</u>
Level 3, Not to exceed 10 working days after brings paperwork to Council on Employee further issues arise, the form is significant changes Chancellor/designee. If significant changes Level 1. Minor changes may be affected by a	Relations meeting for review. If no need by and remains with the are required, docs. are returned at
Date considered by CER: Previously reveiwed Disposition at Council Level: X app Comments or Recommendations: Chancellor/desig.: Qacqueline Swanson	

The Univ. Chief Human Resources Officer will provide a signed copy of this form to the SUOAF chapter president.