

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Grant Specialist II – IV	Working Title: TEF Grant Specialist
Class Code: 1920-1922 Salary Group: B19,21,23	Position #: 00074557
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Texas Energy Fund	Supervisor: Division Director

GENERAL DESCRIPTION

Perform complex to advanced grant and loan program administration, compliance, and oversight work in support of the Texas Energy Fund (TEF), administered by the Public Utility Commission of Texas (PUC). Work involves reviewing applications and payment requests, drafting and managing agreements, monitoring project performance, and ensuring compliance with program requirements, applicable statutes, and agency policies. Work under general to minimal supervision with moderate to considerable latitude for the use of initiative and independent judgement.

ESSENTIAL FUNCTIONS

- Review loan and grant applications for completeness, eligibility, and compliance with TEF program requirements with TEF program requirements prior to agreement execution.
- Draft, review, and maintain loan and grant agreements to ensure risks are captured and mitigated; ensure all files are complete, accurate, and properly documented.
- Assist with Know Your Customer (KYC) and due diligence vendor oversight reviews; perform version control, compliance checks, and maintain accurate records.
- Process and review draw requests, provide payment processing support, and coordinate with the Texas Treasury Safekeeping Trust Company to ensure timely fund disbursements.
- Support fiduciary responsibilities for TEF, including risk mitigation, internal fiscal controls, and quality assurance or quality control.
- Develop and update standard operating procedures (SOPs), perform policy reviews, and ensure processes remain current and are effectively utilized.
- Monitor performance milestones for funded projects, including desk reviews, site visits, and compliance verification, to ensure adherence to program requirements.
- Provide technical assistance and guidance to applicants and recipients on program requirements, compliance obligations, and reporting expectations.
- Collaborate with program leadership, legal counsel, and internal teams to address compliance issues and implement corrective actions.
- Prepare reports, data summaries, and program updates for internal and external stakeholders.
- Perform reviews on vendor work product to ensure contract compliance and alignment with TEF policy and procedures and recommend process improvements.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

MINIMUM QUALIFICATIONS

- Grant Specialist II: Bachelor's degree or higher in business administration, public administration, finance, accounting, economics, political science, or a related field, **and** minimum of two (2) years of full-time professional experience in grants or loan program administration, compliance monitoring, contract administration, or financial review.

- Grant Specialist III: Bachelor's degree or higher in business administration, public administration, finance, accounting, economics, political science, or a related field, **and** minimum of three (3) years of full-time professional experience in grants or loan program administration, compliance monitoring, contract administration, or financial review.
- Grant Specialist IV: Bachelor's degree or higher in business administration, public administration, finance, accounting, economics, political science, or a related field, **and** minimum of four (4) years of full-time professional experience in grants or loan program administration, compliance monitoring, contract administration, or financial review.

PREFERRED QUALIFICATIONS

- Experience administering or monitoring state or federal grant or loan programs, including compliance oversight and financial review.
- Experience with electric generation, utility infrastructure, or other energy-related projects.
- Experience with state procurement, contracting processes, and financial systems.
- Experience analyzing and interpreting statutes, rules, and program guidelines to ensure compliance.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Knowledge of state and federal laws, rules, regulations, and guidelines relevant to grants and loan program administration.
- Knowledge of principles and practices of grant and loan program management, compliance monitoring, and financial oversight.
- Knowledge of contract administration and risk management practices.
- Skill in analyzing grant or loan applications and supporting documentation for accuracy and compliance.
- Skill in monitoring project performance and ensuring adherence to funding requirements.
- Skill in using Microsoft Office (Word, Excel, Outlook, PowerPoint) and other software applications for data tracking and reporting.
- Skill in communicating effectively, both verbally and in writing.
- Skill in preparing clear, concise, and accurate reports and correspondence.
- Skill in managing multiple priorities and meeting deadlines.
- Ability to work independently and collaboratively in a team environment.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to exercise sound judgement and maintain confidentiality when handling sensitive information.
- Ability to adapt to changing priorities and program requirements.
- Ability to learn and use agency-specific systems and tools for grant and loan tracking and compliance.
- Ability to maintain regular attendance and adhere to the approved work schedule.

WORK SCHEDULE

The PUCT operates on a standard work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees may request an alternative work schedule in accordance with the PUCT's Alternative Work Schedule Policy. Approval of such requests, including any form of telecommuting, is at management's discretion and based on the business needs of the agency and the requirements of the position.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

This position primarily involves sedentary office work and requires extensive use of computers, copiers, printers, and telephones. It also requires regular communication and collaboration with staff and the public. The position requires cognitive abilities to learn, recall, and apply practices and policies and the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or, if approved by management under the PUCT's Alternative Work Schedule Policy, from a secure remote work location. Approval of remote work is at management's discretion based on business needs and position requirements.

The physical and cognitive demands described are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations will be made in accordance with applicable laws.

This position requires:

- Regular and punctual attendance.
- Frequent use of personal computers, copiers, printers, and telephones.
- Prolonged periods of sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Frequent moving and lifting objects up to ten (10) pounds.