



Hernando County, Florida BOCC Grants Compliance Analyst

SALARY	\$31.74 - \$46.03 Hourly \$2,539.20 - \$3,682.40 Biweekly \$66,019.20 - \$95,742.40 Annually	LOCATION	Brooksville, FL
JOB TYPE	Full-Time	JOB NUMBER	14436
DEPARTMENT	Procurement	OPENING DATE	04/02/2026
CLOSING DATE	4/16/2026 11:59 PM Eastern	FLSA	Exempt
BARGAINING UNIT	N/A		

Description

The Grants Compliance Analyst is responsible for the compliance of grant funding from federal and state agencies and in support of programs and services provided by or on behalf of Hernando County Board of County Commissioners.

Examples of Duties

The following statements describe the principal functions of this job and its scope of responsibility but shall not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

- Prepare finding reports, corrective actions, and other records in accordance with federal, state, and local regulations.
- Identify areas of non-compliance and recommend remedial action.
- Uses a centralized grants management system to provide information on drawdowns, reporting and performance activities for all grant programs.
- Provides direction in the establishment of grant oversight/monitoring policies and provides support and guidance to department's financial and program staff.
- Periodically, assists the Grant Writer with funding opportunities.
- Reviews, interprets, and understands the laws, regulations, and guidelines set by federal and state authorities as well as specific requirements outlined by the funding organization for each grant.
- Provide on-going training to staff as it relates to grant administration and organizational policies.
- Assist with monitoring of federal mandated programs related to Davis-Bacon Act.
- Auditing and advising department grant managers as necessary and coordinating and monitoring payroll recordkeeping on federal grants.
- Review contracts and make recommendations for the inclusion of required clauses for inclusion in grant funded procurements.

- Review grant contracts and correspondence with granting agencies. Responsible for maintaining all grant agreements and MOUs pertaining to grant awards.
- In case of emergency or crisis (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor to assist FEMA and EM.
- Runs and interprets financial reports in the County's ERP system to determine grant balances, expenditures and spend downs.
- Adept at online research and information gathering.

Emergency Response

County employees are required to report for work during a state of emergency and are subject to recall around the clock for emergency response operations which may include duties other than those specified in this job description. Employees may request an exemption from this requirement by submitting the appropriate exemption form, subject to review and approval.

Typical Qualifications

Minimum Qualifications

- Bachelor's Degree from an accredited four (4) year college or university is preferred.
- Four (4) years documented experience in grant compliance administration with a bachelor's degree is preferred.
- Certified Grants Management Specialist (CGMS) preferred.
- Applicants must submit a resume and cover letter tailored to the position. Application materials must demonstrate clear, professional written communication skills.

A combination of education, training and experience may be substituted at the County's discretion.

Licenses, Certifications, or Registrations

- Must possess and maintain a valid Florida Driver's License or must obtain within 30 days of establishing residency in Florida and be insurable by current insurance carrier, or valid Florida Identification Card is acceptable only for positions not required to drive a county vehicle.
- NIMs certification 100, 200, and 700 (must be obtained with 30 days of employment).

Required Competencies

- Knowledge of current government and grant budget principles, practices and accounting and reporting procedures, generally accepted accounting principles (GAAP).
- Knowledge of the functions, organization, and administration of federal, state, and local governmental organizations.
- Knowledge of Grant statutes, regulations, rules, and compliance requirements including FEMA, Davis-Bacon, and 2 CFR 200 Uniform Guidance.
- Knowledge of grant management automated applications and programs, their use in capturing and managing information and in reporting and the development of real-time dashboards and compliance programs.
- Ability to analyze a variety of grant problems, to make sound recommendations as to their solutions and to prepare working procedures.
- Ability to communicate effectively both orally and in writing to influence actions/behaviors by staff in other departments, agencies, and consultants.
- Ability to establish and maintain good working relationships with co-workers, user Departments, officials, and suppliers.
- Advanced knowledge of the Microsoft Suite programs, with an emphasis on Excel.
- Ability to independently and accurately apply quantitative reasoning including but not limited to running and interpreting financial reports and apply basic mathematical skills to determine grant balances, expenditures and spend downs.
- Ability to manage the workload within the required timeframe.
- Ability to research, analysis, and cite applicable policy, statute, or guidance when producing requested documents or projects.

Supplemental Information

Physical Requirements/Work Environment

- Requires sitting most of the day.
- The job involves frequent lifting and carrying up to 10 pounds, and occasionally up to 20 pounds.
- The job requires frequent bending, twisting, and occasional squatting, climbing, kneeling, and balancing.
- The job requires the completion of tasks that involve simple grasping, pushing, pulling, fine manual manipulation, and typing.
- The job requires normal visual acuity and field of vision, depth perception and color vision, hearing, and speaking.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Grade: 11

Salary Disclosure: Pay rates are based on policy, education, skill, experience level and internal equity.

VETERANS' PREFERENCE: Under Section 295.07, F.S., Chapter SSA-7, Hernando County BOCC provides to veterans, that preference in appointment will be given to preference-eligible applicants.

PLEASE REVIEW THE MINIMUM REQUIREMENTS ON POSTING AND COMMUNICATE HOW YOU MEET THE MINIMUM REQUIREMENTS IN YOUR APPLICATION/RESUME. MINIMUM REQUIREMENTS MUST BE MET TO BE CONSIDERED.

All applications will be carefully reviewed to evaluate qualifications and overall suitability for the position. The relevance, scope, and length of related work experience, training, and education outlined in the application and resume will be considered during the screening process. Selected applicants will be contacted to participate in interviews. Candidates are encouraged to clearly document all pertinent experience, including relevant knowledge, skills, or abilities gained outside of traditional employment, in the additional information section of the application.

Hernando County Board of County Commissioners (BOCC) is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, color, religion, gender, orientation, national origin, age, marital status, veteran status, genetic information, pregnancy, disability, or any other protected characteristic as defined by law.

Hernando County is a Drug-Free workplace. All employees are subject to drug testing in accordance with Federal and Florida State Law.

Applicants requiring reasonable accommodations as defined by the Americans with Disabilities Act, must provide notification to the BOCC in advance to allow sufficient time to provide an accommodation.

Benefits

Join our team!

Our benefits are designed to enhance your work and life balance, as well as the community we serve.

Hernando County offers a comprehensive benefits package to eligible employees including health care, dental, vision, Florida Retirement System (FRS), voluntary deferred compensation plans, flexible spending accounts, life insurance, long-term disability, holidays, and paid time off plans.

To learn more details, visit our benefits page: [Benefits | Hernando County](#)

Employer

Hernando County, Florida BOCC

Address

15470 Flight Path Drive
Brooksville, Florida, 34604

Phone
3527544013
3527544013

Website

<https://www.hernandocounty.us/home>

Grants Compliance Analyst Supplemental Questionnaire

***QUESTION 1**

Which statement below best describes the highest level of education you have completed?

- High school graduate, diploma or the equivalent (GED)
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree
- Doctorate degree

***QUESTION 2**

Do you possess a valid Florida driver's license or have the ability to obtain the license within 30 days from date of hire?

- Yes
- No

***QUESTION 3**

Have you recently retired from the Florida Retirement System (FRS) Pension Plan or Investment Plan within the last 6 months?

- Yes
- No

***QUESTION 4**

Describe your knowledge and experience with the Davis-Bacon Act and its application to grant-funded projects.

***QUESTION 5**

Have you conducted grant monitoring or internal audits? If so, explain your process.

***QUESTION 6**

How do you communicate complex regulatory requirements to non-financial or non-compliance staff?

* Required Question