

Program Consultant Sr. #W3064

Title: Program Consultant Sr. #W3064

State Role Title: Prog Admin Specialist II

Hiring Range: \$60,000 - \$70,000 per year (salary commensurate with experience)

Pay Band: 5

Agency: Department of Social Services

Location: DSS HOME OFFICE

Agency Website: <https://www.dss.virginia.gov/>

Recruitment Type: General Public - G

Job Duties

At the Virginia Department of Social Services, we put people at the center of everything we do. We believe that every Virginian can live a life of dignity and that all voices, ideas and experiences contribute greatly to our pursuit of excellence. Inspired by continuous improvement, we commit ourselves to listening, learning and cultivating environments of trust, respect and positive engagement. Together, we are mission-driven, eager to achieve, and passionate about bringing the best of who we are to those we serve.

We design and deliver high-quality human services that help Virginians achieve safety, independence and overall well-being. We are a \$2 billion agency – one of the largest in the Commonwealth of Virginia – partnering with 120 local departments of social services and 31 community action agencies, along with faith-based and non-profit organizations, to promote the well-being of children, adults, and families statewide. We proudly serve alongside 1,650 (state) and 12,200 (local) human services professionals throughout the Social Services System, who ensure that thousands of Virginia’s most vulnerable citizens have easy access to the services and benefits available to them.

Program Consultant Sr. is to ensure financial compliance of Virginia's AmeriCorps Program and of its subgrantees with applicable state and federal requirements.

Program Consultant Sr. is responsible for accurate and compliant management of AmeriCorps funding through effective relationships with the Corporation for National and Community Service, with DSS colleagues, and with subgrantees and potential subgrantees.

Key responsibilities include but are not limited to assistance and review of budgets for all DSS AmeriCorps/VISTA-related budgets, including receipt of and expenditure of funds; technical assistance to and fiscal monitoring, reporting and documentation of subgrantees (on site and remotely); management of the subgrantee contracting and payment processes; responsibility for procurement and management of subgrantee and vendor contracts; Ensures that financial analysis is conducted monthly on reimbursements and conformance to submitted budgets and are consistent with CNCS policies and procedures.

Program Consultant Sr. will provide direct support to OVCS and AmeriCorps Team colleagues, subgrantees, and engagement on other projects as assigned.

Minimum Qualifications

- Considerable experience with Virginia Public Procurement and contracting procedures required.
- Considerable experience in the following areas: interpreting and applying federal and state regulations and requirements; financial and program monitoring; auditing; developing, analyzing and monitoring budgets and expenditures; and in managing payments within the state system; experience in providing training and technical assistance to subgrantees.

KSA's and/or Competencies required to successfully perform the work:

- Ability to be accurate and productive in a fast-paced and demanding environment with a team of driven professionals.
- Demonstrable experience and detailed knowledge of federal and state program financial management and reporting, grantmaking and administration, budget development and management, cost analysis, and the relationship between financial and program management and compliance.
- Demonstrable strong writing, communication, and analytical skills.
- Experience with budgeting, reporting, and payment systems.
- Experience in developing and delivering technical training in small or large groups and using a variety of media.
- Experience developing and implementing internal procedures; developing, testing and implementing use of compliance monitoring

tools.

- Experience in reading, understanding, interpreting and applying complex regulations and requirements.
- Demonstrable experience with Virginia public procurement and contract administration requirements.
- Ability to lead colleagues in task completion and demonstrate and instill desire for excellence among colleagues and programs.
- Understanding performance measurement, theories of change, and logic models.
- Knowledge of Uniform Guidance (2 CFR Part 200) requirements.
- Demonstrated competency in governmental accounting, auditing, financial reporting, internal controls and budgeting.

Additional Considerations

- VCA or VCO preferred

Special Instructions

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to “Your Application” in your account to check the status of your application for this position.

Selected candidate(s) must successfully pass a fingerprint-based criminal history background check. A record of criminal history does not automatically bar an applicant from consideration. Employment verification will be conducted to include current/previous supervisory employment reference checks.

VDSS will record information from each new employee’s Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

To be considered for this position, you must submit a Commonwealth of Virginia application or resume through the on-line “Virginia Jobs” (PageUp) employment site no later than 11:55 p.m. on the closing date listed. Each application is reviewed for documentation that shows the applicant meets the minimum and additional considerations as stated in the job announcement. The decision to interview an applicant is based on the information provided. Multiple positions may be filled from this recruitment within 90 days of the closing date.

In addition to a rewarding work experience, VDSS offers excellent health and life insurance benefits, pre-tax spending accounts, state funded Short and Long Term Disability, paid holidays, vacation, tuition assistance, free wellness programs, and a state retirement plan with options for tax-deferred retirement savings including employer matching – Employee Benefits.

The Virginia Department of Social Services (VDSS) is an Equal Opportunity Employer and encourages diversity within its workforce.

VDSS does not provide sponsorship.

This position may be eligible for telework opportunities; availability, hours, and duration will be in accordance with the Commonwealth’s Teleworking policy.

VDSS is an official certified state agency that values the service and experience of our Veterans. As such, Veterans are encouraged to apply and receive preference in the hiring process. AmeriCorps, Peace Corps and other national service alumni also are encouraged to apply. Reasonable accommodations are available to applicants, if requested, during the application and/or interview process.

If you have been affected by Policy 1.30 Layoff as a state employee and possess a valid Interagency Placement Screening Form (Yellow Form) or a Preferential Hiring Card (Blue Card), you must submit this document through the “Virginia Jobs” (PageUp) employment site when you apply.

Contact Information

Name: VDSS – Division of Human Resources

Phone: dssrecruitment@dss.virginia.gov

Email: dssrecruitment@dss.virginia.gov

In support of the Commonwealth’s commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their AHP Letter (formerly COD) provided by the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Service-Connected Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their AHP Letter. Requesting an AHP Letter can be found at [AHP Letter](#) or by calling DARS at 800-552-5019.

Note: Applicants who received a Certificate of Disability from DARS or DBVI dated between April 1, 2022- February 29, 2024, can still use that COD as

applicable documentation for the Alternative Hiring Process.