



March 9, 2023

EMI: Requisition #10300001378

**Your Role:**

Tetra Tech is seeking a team member to support grant management for the Commonwealth of Pennsylvania's Redevelopment Assistance Capital Program (RACP) and other State and Federal economic development grants.

Tetra Tech provides services on behalf of Pennsylvania's Office of the Budget, which includes conducting reviews of RACP Application and Business Plans (A&BP) and construction monitoring services, to ensure compliance with RACP guidelines and requirements. Tetra Tech is seeking an applicant who will be a proactive member of the team to conduct site visits, review data, project progress, create detailed reports, and close out project to ensure proper oversight of monies awarded through the RACP program.

Immediate responsibilities and functions include:

- Providing A&BP review and construction monitoring services on behalf of the Office of the Budget.
- Evaluating compliance of grant-funded community and economic development capital projects and prepare detailed reports of project and compliance status.
- Analyzing project progress, financing, and cash flow for each project.
- Addressing financial and compliance issues in a timely manner and escalate issues and concerns to senior leadership and client as appropriate.
- Conducting collaborative meetings with a variety of government agencies and private sector entities, both internally and externally.
- Preparing meeting materials in the required format.
- Reviewing construction documentation for compliance, including, but not limited to, prevailing wage documentation, steel documentation, and competitive bidding.
- Manage projects in accordance with Tetra Tech's technical, quality, and fiscal requirements and policies.
- Support other Federal and state grant management as may be required.
- Support Planning and Economic Development Practice as may be required.

**Qualifications:**

Tetra Tech is seeking individuals that have 1-5 years of related work experience.

Successful applicants will have the following skills:

- Communications - Ability to communicate professionally and effectively with Commonwealth officials, applicants, developers, construction teams, and a variety of other stakeholders.
- Superior Writing - Ability to critically read/audit large amounts of information, summarize it, and make clear and concise recommendations for action.
- Time management - Ability to multi-task, meet overlapping deadlines, and manage multiple projects simultaneously.
- Presentation - Ability to understand the audience needs across multiple forms of communication and meeting facilitation.
- Analytical skills related to qualitative and quantitative data.
- Project coordination - Ability to work closely with other staff members to coordinate labor and time allocation, while maintaining open communication with all stakeholders.
- Ability to address and resolve conflicts in an effective and professional manner.
- Self-motivation - Ability to initiate independent and collaborative work assignment(s) in proactive, responsible manner

- Other - Accountable to team, client, and other involved parties; must be able to drive a motor vehicle and pass a motor vehicle records check.

**Education and Certifications:**

A Bachelor's Degree in urban planning, public policy, public administration, finance, construction management, engineering, business management, business communications or another related field.

**Work Environment:**

The position will require occasional travel to client sites and other locations to conduct meetings, site visits, etc. These sites may be outside, exposing the candidate to weather conditions and varying terrain, particularly at active construction sites. Site visits or other meetings may involve long periods of time in a motor vehicle. Some occasional evening and/or weekend work and/or travel will be required.

**Application Instructions:**

Qualified candidates should apply here: <https://tetrattech.referrals.selectminds.com/jobs/grant-compliance-analyst-pa-33075>

**About Tetra Tech:**

Tetra Tech combines the resources of a global, multibillion-dollar company with local, client-focused delivery in more than 470 locations around the world. Our reputation rests on the technical expertise and dedication of our employees—22,000 associates working together to provide smart, scalable solutions for challenging projects. We are proud to be home to leading technical experts in water, environment, infrastructure, resource management, energy, and international development.

Explore our open positions at <https://www.tetrattech.com/careers>. Follow us on social media to learn more about our people, culture, and opportunities:

LinkedIn: @TetraTechCareers

Twitter: @TetraTechJobs

Facebook: @TetraTechCareers

**Tetra Tech** is proud to be an Equal Opportunity Employer. Diversity, inclusion, and equity are among Tetra Tech's core values. Throughout our history, the company has prioritized equitable inclusion of all people. All qualified candidates will be considered without regard to race, color, religion, national origin, military or veteran status, gender, age, disabilities, sexual orientation, gender identity, pregnancy and pregnancy-related conditions, genetic information and any other characteristics protected by the law. We invite resumes from all interested parties. Please visit our website at [www.tetrattech.com](http://www.tetrattech.com) to see the array of diverse services and exciting projects we are currently working on.

Tetra Tech is a VEVRAA federal contractor, and we request priority referral of veterans for available positions.

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

**Please no phone calls or agencies.**