

BARBARA O. DANSON

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SSN: Citizenship: United States Veteran's Status: N/A
Federal Civilian Status: Administrative Officer - GS-0341-09

VACANCY ANNOUNCEMENT: HHS/NIH-2009-2328 - Merit Promotion

Position Title: Administrative Officer, Series/Grade: GS-0341-11 - Announcement Number: HHS/NIH-2009-2328

EMPLOYMENT HISTORY:

National Institutes of Health, 9000 Rockville Pike, Bethesda, MD 20892, May 1988 to present

National Cancer Institute, Office of the Director, Office of Management, June 2000 to present
Supervisor: Patrick Miller

Provide the full range/all phases of administrative operational support including but not limited to human resources, financial management, travel, management analysis, and procurement.

Serve as a liaison between the lab and the Human Resources (HR) office. I served on a rotational basis for HR orientations and in processing. Responsibilities included, but were not limited to conducting new employee orientation and providing benefits and payroll guidance and counseling. Served on a four-week special project with HR for the Enterprise Human Resources and Payroll (EHRP) now Capital HR, for the conversion of mass Title 42 personnel actions, which included a variety range of actions as "Not To Exceed" dates, pay increases, resignations and new hires. Provide assistance and guidance to employees on HR issues. This includes working closely with HR staff to resolve pay, appointment, and garnishments issues. Act as a Key Contact for Division of International Services (DIS) for all communications regarding visa and related program issues.

HR representative for non-FTE employees, providing the full range of HR services. Services include, but are not limited to: Appointment approval, verification of education, insurance, and receipt of social security card; initiate security clearances and approves issuance of ID credentials and other appointment requirements. Created and maintain an internal tracking system for all Visa renewals and "Not-To-Exceed" dates for employees on time or award limited appointments.

Financial functions include dispersing and tracking funds, planning, internal auditing and reporting. Perform cost analyst, budget estimates and justifications. Compile and prepare a variety of monthly budget reports via query of the Status of Funds internet Edition (SOFiE), Smart Stream and Business Management System (BMS) systems. Monitor and reconcile discrepancies in budget information and reports. Collect, prepared, and analyzed data for four Site Visits. Prepare other reports as needed and/or requested by higher management.

Serve as an approver and expert on travel regulations, policies and procedures for various types of travel (domestic, local, foreign and sponsored). Provide advice, counsel, guidance and instruction regarding the validity and accuracy of travel documents; scrutinize travel documents to determine their adherence to established policies, procedures, regulations and predetermined funding categories; maintain automated systems inclusive of all prudent data related to That Fine System (TFS), SOFiE, BMS, Smart Stream, Capital Human Resources, enter and retrieve data, queries systems for reports, and validating information and performing other functions as necessary to insure the integrity in these systems. Act as the Administrative Resource Center's Lead user for the "That Fine System" (TFS), Super User for NIHITS (NIH Integrated Training System) II and NIH Enterprise Directory (NED's) system.

Communicate technical advice and assistance in response to oral and written request for information, questions, inquires, and concerns from individuals of all levels, both within and outside the organization.

Interpret NIH, OPM, GSA, DHHS policy, regulations, and procedures pertaining to HR, procurement, travel, pay, contracts/grants,

Experience serving on Qualification Review Boards (QRB). This involves working with a panel of experts to rate and rank the skills of individuals applying for positions within NCI.

Collected, analyzed and interpreted data pertaining to the NIH/NCI Census report.

DELPRO and NBS approving official. Establish and maintain procurement files and perform internal audits to ensure program compliance.

Clinical Center, Office of the Director- Office of Administrative Management and Planning, Management Assistant - GS-344-7 (10/94-10/96) Administrative Technician - GS-303-7 (10/96-6/2000), 40 + Hours per Week Supervisor: Linda Linko - (301) 496-0441

Responsibilities included support of the Administrative Officer in the planning, performance and coordination of procurement, property, travel, budget, personnel, reports and files and records. Also served as acting Administrative Officer to guarantee continuity of all administrative functions.

PROCUREMENT (LEVEL I Certified)- Performed duties and other functions involving the procurement of expendable and non-expendable items, materials and services through supply channels, direct purchase, rental and lease, formal advertising, negotiation and other procurement procedures. Functional areas included office equipment and supplies, work requests, telecommunication, keylock and printing. Served nineteen departments.

Based on the characteristics and use of specific equipment and products, the establishment and maintenance of contracts with industry and commerce, and the administration of regulatory provisions and controls, using commercial supply sources and common business practices related to sales, prices, discounts, deliveries, stock and shipment. I initiated and monitored all requests for professional services, supplies, equipment, books and maintenance agreements and provided for specialized repair and maintenance through formal advertisement, developed invitations for quotes based on statement of works and requests for proposals.

Analyzed information from a variety of industry and government publications, manual transmittal sheets, blanket purchase agreements, reports of financial status, etc in order to summarize past performance of vendors and assess the reliability of potential bidders. Also analyzed and evaluated contract price proposals, delivery orders and small purchase procedures and administered, terminated and closed out procurement orders.

Received, stored, issued and maintained stock levels for a variety of supplies, forms, office furniture, machines and other non- expendable materials. Monitored progress toward meeting supply requirements, identified causes and effects of delays and other problems and initiated the appropriate actions to prevent and/or overcome such issues. Prepared purchase orders for conventional and medical office equipment, supplies and materials as well as repairs and services to include determining if items, descriptions, prices, quantities, shipping and other administrative information are correct and funding is available. Conducted analysis and studies of blind requests to make determinations as to the best way to meet the needs of the requester. Developed justifications for needed services and insured compliance with procurement regulations and practices. This included preparing, controlling and reviewing procurement documents and reports; verifying and abstracting information from documents and reports; contacting vendors to obtain status of orders and expediting deliveries; notifying contact points within and outside the institute; verifying billing against invoices and resolving a variety of shipment, payment and other discrepancies.

Served as an Institute expert on the Delegated Procurement (DELPRO) system; develop requirements and determinations regarding maintenance of adequate stock levels, storage, issue and disposal and related records management and attend management meetings for the purpose of providing expert advice regarding procurement issues.

PROPERTY – Managed administrative property, this included conducting periodic inventories, maintaining depreciation accounts and conducting repair cost analysis. Making determinations regarding the disposal of excess and useless property and obtaining releases from accountability for lost or stolen property.

TRAVEL - Prepared, reviewed and processed travel orders and vouchers in the Administrative Data Base System (ADB); Served as a reviewer on travel orders and vouchers for employees, this included verifying per diem calculations, lodging, and actual expense allowances.

BUDGET - Managed all expenditures and appropriations in accordance with department budget allocation and Clinical Center budget office requirements; Developed and maintained tracking systems to track procurement, travel and training funds. Consolidated budget estimates from administrative activities and other departments. Reviewed individual estimates to ensure they are within established guidelines and other criteria's and advised managers regarding required adjustments and revisions; Evaluated requests against prior year expenditures to determine percentage differences and crosschecks overall accuracy of total estimates.

PERSONNEL - Provided assistance to employees on personnel and related matters such as leave, job announcements, travel, training, pay, awards, and time and attendance. Processed personnel actions such as recruitments, promotions, reassignments, return to duty, and extension of details utilizing the NH Personnel IMPACT system.

REPORTS - Researched, analyzed and compiled information and prepared budget and procurement reports. Monitored and analyzed reporting requirements and methods, and established and initiated improvements, and simplifications to ensure that all reporting requirements were met in the most efficient and effective manner.

FILES AND RECORDS - Provided record and file management of account records, purchases, contracts, budget, property and personnel files. Developed and implemented systems to control access, use, maintenance, transfer and disposition of records based on specific criteria for various types of files and records.