

BARBARA O. DANSON

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SSN: 000-00-0000 • Citizenship: US
United States Veteran's Status: N/A • Federal 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

SUMMARY OF EXPERIENCE

Over 20 years of operational management experience with an outstanding record of success delivering a full range of administrative operational support including human resources, financial management, travel administration, management analysis, and procurement. Extensive experience developing short- and long-term strategies, practices, policies and metrics. A decisive and participatory leader with keen business acumen, motivating leadership skills, and an extensive knowledge of NIH administrative operations providing support of the Administrative Officer in the planning, performance and coordination of procurement, property, travel, budget, personnel, reports, files, and records. Also served as acting Administrative Officer to guarantee continuity of all administrative functions.

PROFESSIONAL EMPLOYMENT

National Institutes of Health **05/1988 - Present**
9000 Rockville Pike
Bethesda, MD 20892

National Cancer Institute, Office of the Director, Office of Management **06/2000 - Present**
Supervisor: Patrick Miller, Phone: **40 Hours Per Week**
May be contacted **Starting Salary: \$55,449 / Ending Salary: \$65,531**

Administrative Officer, GS-0341-09

BUDGET AND FINANCIAL MANAGEMENT. Manages the financial functions including, dispersing and tracking funds, budget preparation and planning, and internal auditing and reporting. Performs cost analysis, budget estimates and justifications. Compiles and prepares a variety of monthly budget reports via query of the Status of Funds internet Edition (SOFiE), Smart Stream and Business Management System (BMS). Monitors and reconciles discrepancies in budget information and reports. Collects, prepares, and analyzes data for four Site Visits. Prepares other reports and metrics as needed and/or requested by senior management.

PURCHASING, PROCUREMENT, CONTRACT ADMINISTRATION. Serves as the DELPRO and NBS approving official. Establishes and maintains procurement files and performs regular internal audits to ensure program compliance. Interprets NIH, OPM, GSA, DHHS policy, regulations, and procedures pertaining to procurement.

HUMAN RESOURCES. Liaises between the lab and the Human Resources (HR) office. On a rotational basis, has performed HR orientations and in-processing and other duties including, conducting new employee orientations and providing benefits and payroll guidance and counseling to newly hired and current employees. Served on a four-week special project with HR for the Enterprise Human Resources and Payroll project (EHRP) now Capital HR, for the conversion of mass Title 42 personnel actions, which included a range of actions as "Not To Exceed" dates, pay increases, resignations and new hires. Provided assistance and guidance to employees on HR issues, including working closely with HR staff to resolve pay, appointment, and garnishment issues. Acted 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 processing, and receipt of social security card; initiate security clearances and approves issuance of ID credentials and other appointment requirements.

Created and maintained an internal tracking system for all Visa renewals and “Not-To-Exceed” dates for employees on time or award limited appointments.

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. Interprets NIH, OPM, GSA, DHHS policy, regulations, and procedures pertaining to HR.

PROGRAM/MANAGEMENT ANALYSIS. Functions as an approver and expert on travel regulations, policies and procedures for various types of travel (domestic, local, foreign, and sponsored). Provides advice, counsel, guidance and instruction regarding the validity and accuracy of travel documents. Scrutinizes travel documents to determine their adherence to established policies, procedures, regulations and predetermined funding categories. Maintains automated systems inclusive of all prudent data related to That Fine System (TFS), SOFiE, BMS, Smart Stream, and Capital Human Resources. Enters and retrieves data, queries systems for reports, and validates information and performs other functions as necessary to insure the integrity in these systems. Acts 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.

Communicates technical advice and assistance in response to oral and written requests for information, questions, inquires, and concerns from individuals of all levels, both within and outside the organization. Interprets NIH, OPM, GSA, DHHS policy, regulations, and procedures pertaining to travel, pay, contracts and grants. Collects, analyzes and interprets data pertaining to the NIH/NCI Census report.

Clinical Center, Office of the Director, Office of Administrative Management and Planning
Supervisor: Linda Linko - (301) 496-0441 **40+ Hours per Week**
May be contacted

Administrative Technician - GS-303-7 **10/1996 - 06/2000**
GS-303-7 Starting Salary: \$50,827 / Ending Salary: \$53,574

Management Assistant - GS-344-7 **10/1994 - 10/1996**
GS-344-7 Starting Salary: \$46,705 / Ending Salary: \$49,453

BUDGET AND FINANCIAL MANAGEMENT. 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. Advised managers regarding required adjustments and revisions. Evaluated requests against prior year expenditures to determine percentage differences. Cross-checked overall accuracy of total estimates.

PURCHASING, PROCUREMENT, CONTRACT ADMINISTRATION. Is 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 agreements, rental and lease contract vehicles, formal advertising, negotiations and other procurement procedures. Functional areas included office equipment and supplies, work requests, telecommunication, key lock and printing. Serviced 19 departments.

Based on the characteristics and use of specific equipment and products, established and managed 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. Initiated and monitored all requests for professional services, supplies, equipment, books, and maintenance agreements that 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. Analyzed and evaluated contract price proposals, delivery orders and small purchase procedures. 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 that funding is available. Conducted analysis and studies of blind requests to make determinations and establishing best practices to meet the needs of the requisition. Developed justifications for needed services and insured compliance with procurement regulations and practices including: 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 System (DELPRO). Developed 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.

Managed administrative property process, including conducting periodic inventories, maintaining depreciation accounts and conducting repair cost analysis. Made determinations regarding the disposal of excess and useless property and obtaining releases from accountability for lost or stolen property.

HUMAN RESOURCES. Provided assistance to employees on personnel 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 N\H Personnel IMPACT system.

GENERAL ADMINISTRATION. **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. Verified per diem calculations, lodging, and actual expense allowances. **Reports** - Researched, analyzed and compiled information and prepared budget and procurement reports. Monitored and analyzed reporting requirements and methods, 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 reports, and 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.