

Laboratory Manager - 303

Provides general personnel, administrative support for the Laboratory Chief and for the Laboratory staff.

- Personnel actions are reviewed and coordinated to ensure that correct procedures are followed in the preparation of personnel action requests for professional and nonprofessional employees in the category of Civil Service appointment with no deviation from the currently used personnel action process;
- Status updates of personnel actions are obtained and communicated to the requestor within 3 business days;
- Familiarity with regulations involving policy and procedural guidelines are implemented, noting effect on program area, reviews and assists support and scientific staff with questions regarding application of policy and procedures and/or updates, as needed.

Provides general travel support provided for the Laboratory Chief and the Laboratory Staff.

- Status updates on travel orders/vouchers can be obtained and reported to the requestor within 3 business days.
- Completed travel packages reviewed and routed to Administrative Office in accordance with NIH, OD and OHR travel regulations and policy.
- Travel arrangements are realistic and meet the traveler's expectation in terms of timeliness and accommodations to the maximum extent possible.
- Vouchers are completed within 5 days of receipt of the traveler's submission of paperwork.
- Working knowledge is maintained of the Federal Travel Regulations (FTR) and HHS travel policies and regulations, as well as travel-related HHS ethics policy.

Laboratory Management.

Effective support of Laboratory goals is demonstrated by:

- Regular attendance at periodical team and one-on-one meetings with manager.
- Completion of assignments meets deadlines requiring minimal revisions.
- Turnaround of routine tasks consistently meets customer and/or supervisor requirements.
- Continuous exploration of opportunities for quality and process improvement; includes making necessary recommendations to managers.
- Awareness of regulatory environment; compliance with organizational policies and procedures.
- Continuous constructive feedback; provides guidance by discussing solutions to barriers and problems.
- Effective communication of Program objectives, justifications, progress, and strategic plans to Management.
- Ensures compliance with rules and regulations.

Lab Budget Management

Effectively maintaining and tracking of Laboratory budget demonstrated by:

- Participation in budget planning by providing accurate information regarding resources needed to provide quality services.
- Utilizes current automated tools to manage expenses prudently and reduce waste.
- Monthly reconciliations of transactions and when errors are found recommendations are made for corrective action.
- Information provided for data calls are met within established deadlines.
- With the guidance of the NIA IRP AO budgets are maintained within stated allocations.