

222-S Laboratory Analytical Services & Testing (LAS&T)

RFP No. DE-RP27-09RV15051

General Position Descriptions for 222-S Laboratory

Non-Managerial Employees

The following General Position Descriptions coincide with the Labor classifications identified in RFP Section L, Attachment L-9 “Historical Cost Information”

**Chemical Technologist or Technician**

The Chemical Technologist provides routine analytical support for the analytical methods in accordance with the HAMTC bargaining unit contract. This group is also cross-trained to provide routine analytical and operational support to other analytical teams.

**Administrative Assistant**

Provide administrative support to the 222-S Hanford Analytical Services and Testing organization, such as answer phones, schedule appointments and meetings, and maintain manager’s calendar, Assist as needed with agendas, background information, correspondence preparation, records management, and materials. Prepare correspondence, documents, forms, and reports for transmittal to customers and DOE, including the preparation of final copy from rough drafts. Maintain daily and monthly calendars for the 222-S Laboratory Analytical Services staff, identifying vacation, training, and other absences. The administrative specialist is responsible for the administrative processes used by the 222-S LAS&T contractor, including the effective control and tracking of correspondence and records, procurement of office supplies and ADP equipment, coordination of LAN drops, phone lines, and office/equipment moves.

**Analyst**

Analysts or Associate are responsible to ensure that an appropriate program, the scope of which includes all systems and activities that affect the ASPC, is established and implemented in accordance with contractual requirements. Analysts or Associates responsibilities spread the breadth of the ASPC contract and include, but are not limited to areas of: Finance, Human Resources, Employee Concerns, Training, Safeguards and Security, Property and Records Management, Communications, Safety and Health, procedure, configuration management, surveillance, purchasing, etc.

**Scientist**

The Scientist position is responsible for all areas of routine analyses of client samples for their area of responsibility. The Chemist is responsible for procedure maintenance and

oversight. The Chemist also must ensure that necessary bench level quality for the client's project is provided.

### **Project Coordinator**

Project Coordinators are responsible for effectively managing assigned projects to meet or exceed customer needs/requirements. The Project Coordinator reports to the Laboratory Manager and identifies new/expanded analytical opportunities and ensures all production and business development issues that may impact customer needs/requirements are effectively resolved. Provides technical performance and profitability oversees at least a few large projects—typically as a principal investigator, task supervisor, or acting directly as a project manager.