

## **The U.S. Government Publishing Office (GPO)**

### **General Position Information**

**Job Title:** Assistant Inspector General for Inspections/Program Analysis, PG-0343-15

**Salary:** \$137,849 to \$166,500 per year

**Position Type:** Competitive service

**Opening Date:** August 7, 2019

**Close Date:** August 23, 2019

**Who May Apply:** Open to current Federal, competitive service employees serving in grade level of GS-15 positions (or equivalent); and has completed their one year supervisory probationary period. This is a lateral transfer/re-assignment ONLY.

**Division:** Inspector General Office

**Duty Location:** 732 North Capitol St NW, Washington, DC, walking distance of Union Station.

**Security Clearance:** Top Secret

**Telework:** Yes as determined by agency/office policy

**Relocation Expenses:** No

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview.

**Travel Required:** Occasional travel - You may be expected to travel for this position

### **Summary**

Government Publishing Office, GPO - is the Federal Government's official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating, and preserving the official information products of the U.S. Government. The GPO is responsible for the production and distribution of information products and services for all three branches of the Federal Government, including U.S. passports for the Department of State as well as the official publications of Congress, the White House, and other Federal agencies in digital and print formats. GPO provides for permanent public access to Federal Government information at no charge through [www.govinfo.gov](http://www.govinfo.gov) and partnerships with approximately 1,140 libraries nationwide participating in the Federal Depository Library Program. Additional information regarding GPO is available at [www.gpo.gov](http://www.gpo.gov).

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## **Responsibilities**

This position is in the Office of Inspector General (OIG), an independent office within the Government Publishing Office (GPO) as defined by 44 USC 3901-3903. The position is supervised by the Inspector General. The OIG is responsible for conducting or overseeing all inspections, reviews, evaluations, and investigations relating to programs and operations of the Government Publishing Office. Inspections and Program Analysis includes planning, conducting, and reporting on findings and recommendations to increase economy, efficiency, and effectiveness by preventing and detecting fraud, waste, abuse, and mismanagement in the administration of Government Publishing Office programs and operations.

This position is responsible for planning, conducting, and reporting on inspections and management and program analysis of Government Publishing Office programs and operations, and for assisting the Inspector General and the Deputy Inspector General in managing other inspectors' and program analysts' work, to include (a) directing workload, (b) coordinating overall policy, plans, requirements, direction, and priorities; (c) managing the administrative functions of the Inspections & Program Analysis Division, to include budget and personnel; and, (d) performing the full range of responsibilities of a supervisory Assistant IG. The incumbent is also responsible for taking concerted action to promote GPO employee and program integrity/efficiency and keeping the Director Government Publishing Office informed of any problems and deficiencies relating to the administration of programs and operations of the Government Publishing Office. Represents the IG at briefings, meetings, and conferences.

The Assistant Inspector General for Inspections and Program Analysis (AIG I&PA) inspector will require access to information or systems that store information related to Congress, GPO programs, and administrative functions of the GPO. The AIG I&PA may be required to perform duties or conduct [or oversee] inspections or other reviews related to or view data through such systems, which may include GPO financial and personnel systems. The AIG I&PA will also have general access to material that supports these systems. The AIG I&PA may require access to information regarding the physical security of GPO facilities through such offices as the Office of Security and Emergency Preparedness. These reviews could involve accessing classified files or systems or attending briefings where classified information is discussed.

The incumbent promotes policies and procedures that are in accordance with applicable Inspector General Statutes, regulations, and other standards established by the Council of the Inspectors General on Integrity and Efficiency (CIGIE).

## **Qualifications:**

The work of this position requires professional knowledge and experience in directing inspections, management and program analysis, and evaluations, knowledge of internal and government inspections and management and program analysis; and broad knowledge of legislation and regulations relating to GPO's programs in order to serve as Assistant Inspector General for Inspections& Program Analysis. Finally, it requires excellent written and oral communication skills in order to represent the IG effectively in dealing with high level officials on GPO matters.

Note: This information must be supported in your resume to be considered for this position.

**A complete application package must include:**

- **RESUME:** Your resume, or other written form you choose to describe your job-related experiences are used to verify your qualifications. It is important that your resume reflects the duties and responsibilities under each position you have held with each employer.
- **SF-50, Notification of Personnel Action:** - To be considered for this position, you must be a current or former Federal employee, GS-15 (or equivalent) and have completed the one year probationary period for Federal supervisors. Therefore, you must submit a Notification of Personnel Action (SF-50) showing the highest grade level held in a position for which you are using to qualify; and your SF-50 showing that you completed one year of service as a Federal supervisor. Your SF-50 must also include the Position Title and Series, Step, Salary, Tenure, Position Occupied, and promotion potential (if applicable) to verify your status and eligibility. Failure to submit the information required will result in an ineligible rating under merit promotion procedures.
- **PERFORMANCE EVALUATIONS:** Copy of your most recent performance appraisal. If your performance appraisal is not dated **within the last 12 months** or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why it was not obtainable. Failure to submit required documentation will disqualify you from consideration.
- **DD-214** - If you are claiming Veterans' Preference, provide a copy of your DD-214 (Member Copy 4) Certificate of Release or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge. Failure to provide this information may result in your application not receiving preference.
- **VA Letter and SF-15** - If you are claiming Veterans' Preference based on a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your DD-214 or other proof of entitlement as described above; and SF-15, and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later. Failure to provide this documentation may result in your application not receiving preference. (Please see Veteran eligibility documentation for more information on Veterans preference in federal hiring)
- **COVER LETTER:** A cover letter is required. Please include a brief synopsis of how you meet the specialized experience in your cover letter.

**Note:** All documents should be in Adobe PDF format.

**Key Requirements:**

- U.S. Citizenship
- Selectees must pass a drug test prior to appointment
- Males born after 12/03/1959 must be registered for Selective Service.
- Subject to Financial Disclosure requirements
- Must be able to obtain and maintain Top Secret Clearance
- Time in Grade Requirements must be met

**TIME-IN-GRADE REQUIREMENTS:** Applicants must meet time-in-grade requirements to be considered eligible. Applicants must be currently serving in the equivalent grade level of Federal service (GS-15) and completed the one year supervisor probationary period to qualify for this position.

**Additional Information:****Employment of Relatives**

Section 3110 of Title 5, U.S. Code, prohibits a Federal official from appointing, promoting, or advocating the appointment or promotion of a relative in the agency where the official is serving or exercises jurisdiction. In addition, Section 2302(b)(7) of Title 5, U.S. Code, makes it a "prohibited personnel practice" for a person in authority to "appoint, employ, promote, advance, or advocate for the appointment, employment, promotion, or advancement of a relative." For further information visit: <https://www.law.cornell.edu/uscode/text/5/3110> and <https://www.law.cornell.edu/uscode/text/5/2302>

**Background Investigation:**

To ensure the accomplishment of its mission, the GPO requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully completed a background investigation for a suitability. This review could include financial issues such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs. Depending on the type of background investigation required, the security process may take between 6 weeks to 12 months.

**The Agency may rescind the tentative offer, if the candidate is unable to obtain an interim clearance.**

**Schedule A (Disability Appointment):**

Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. The letter must be printed on a "medical professional's" letterhead and signed.

**Reasonable Accommodation:**

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process you must contact the HC Specialist on the vacancy announcement at least seven business days before the closing date of this announcement to receive assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**Equal Employment Opportunity Policy:**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**Work Life Balance:**

The GPO offers Transit subsidy for commuters using public transportation (Metro Bus/Rail, MARC, VRE, etc.) Telework, Alternative Work Schedule, AWS.

**Candidate Email Notifications:**

- Receipt email of application package.
- Status of application eligible not eligible due to incomplete application package.
- Final Selection.

**Where to Submit:**

- Complete application package must be sent to: Anthony Febbo (Counsel to the IG) at [afebbo@gpo.gov](mailto:afebbo@gpo.gov).