



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, DC 20460

OFFICE OF
INSPECTOR GENERAL

OIG Detail Opportunity – Deputy Assistant Inspector General for Office of Special Review and Evaluation

The U.S. Environmental Protection Agency, Office of Inspector General is pleased to offer a detail opportunity to the Inspector General Community. EPA OIG is seeking a highly motivated and qualified individual to serve as a Deputy Assistant Inspector General (GS-14 or GS-15) for the Office of Special Review and Evaluation. This is a 90-day assignment; however, it may be extended depending on the needs of management and the employee's interest and availability. This opportunity will remain open until filled.

Detail Description:

OSRE makes recommendations to improve the Agency's effectiveness in achieving its mission of protecting human health and the environment through evaluations and administrative investigations. The DAIG for OSRE is mainly responsible for providing leadership of the EPA OIG's two evaluation directorates, which assess the design, implementation, and effectiveness of EPA programs related to clean air, clear water, safer chemicals, cleaner communities, and scientific research. In addition, the DAIG will serve as supervisor for OSRE directors and when needed, may serve as the acting AIG in the absence of the AIG for OSRE.

Responsibilities:

- Manages the day-to-day operations to accomplish the organizational mission of OSRE. Coordinating and tracking evaluations, performance audits, and other activities.
- Assist in the planning, developing, directing, and executing of comprehensive evaluation programs, ensuring that EPA programs and operations are effectively, efficiently, and economically administered under the direction of the AIG.
- Assist the AIG in providing leadership to OSRE directors, supervisors and staff to accomplish the OIG mission and IG Act by, among other things, ensuring that the office produces high-quality written products in a timely manner, as well as tracking the office's operations and outcomes, to include actions by the EPA based on OSRE reports and recommendations.
- Work in conjunction with the AIG to manage OSRE human capital activities. Help build, manage, and lead a workforce based on organizational and strategic goals, budget considerations, and staffing needs. Ensure that staff is appropriately and fairly recruited, selected, trained, and appraised.
- Develop and motivate staff to perform and contribute high-quality and timely work products and deliverables by setting clear expectations, providing feedback, and

facilitating opportunities for learning and development through formal and informal training and work assignment opportunities.

- Provide and identify useful analytical approaches and skills from diverse fields, such as environmental sciences, law and law enforcement, economics, engineering, operations research, and systems analysis to apply on evaluations.
- Function as an in-house consultant to share expertise throughout the OIG. Maintain a working knowledge of evaluation techniques and methodologies.
- Maintain a broad based, multi-media understanding of environmental programs, policies, and operations.
- Prepare and provide briefings for senior-level officials of relevant activities within OIG such as contributing to summaries for use in the IG's semi-annual report to Congress and conducting reviews for accuracy and sufficiency.
- Assist the AIG in monitoring the office's yearly budget and monthly expenditures, including training, travel, and awards.
- Other duties as assigned.

Skills Required:

- Ability to provide leadership, general direction, and coordination of evaluation activities related to the Agency's programs and operations.
- Ability to act as an advisor on evaluations and special reviews undertaken pursuant to the IG Act and directed by the IG.
- Exercise authority and assign resources within an organization.
- Experience providing technical review and making decisions over work products.
- Strong analytical and problem-solving skills.
- Superb verbal and written communication skills.
- Excellent interpersonal and social skills.
- Has experience as first level supervisor in the evaluation community.
- Perform the full range of administrative and technical duties including time and attendance, employee discipline, performance management, and recruitment functions.

Contact:

Interested candidates should receive concurrence from their Agency prior to submitting their application package. This is a remote detail assignment.

How to Apply:

Please send an email and include the following information:

- Your Name
- Updated Resume
- SF-50
- Most Recent Performance Appraisal
- Title of current organizational component

- Permanent position title
- Work location
- Telephone number

Your email must also include a statement, no longer than one-page, describing how your job experience relates to the above duties and qualifications. **All applications are due by midnight on June 25, 2021.**

Please email the requested information to EPA_OIG_Recruiting@epa.gov by the deadline. If you have questions, you can also contact us through EPA_OIG_Recruiting@epa.gov.