



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, DC 20460

OFFICE OF
INSPECTOR GENERAL

OIG Detail Opportunity – 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 (GS-15 or Senior Executive Service) to serve as an Assistant Inspector General for 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.

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 AIG for OSRE is responsible for providing leadership of the EPA OIG's 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. The AIG is also responsible for providing leadership of the EPA OIG's administrative investigations directorate which conducts administrative investigations of employee misconduct, whistleblower reprisal, and other special reviews of significant events and emergent issues, as assigned by the Inspector General. Finally, the AIG advises and recommends to senior leadership innovative evaluation and relevant administrative investigative practices to mitigate waste, fraud, and abuse within EPA.

Responsibilities:

- Oversee and assist in the planning, developing, directing, and executing of a comprehensive investigation and evaluation program, ensuring that EPA programs and operations are effectively, efficiently, and economically administered.
- Oversee and assist in the planning, developing, directing, and execution of administrative investigations and evaluations, ensuring that EPA senior officials, contractors, grantees, programs, and operations comply with regulatory and ethical obligations, including related to whistleblower protections.
- Provide executive leadership over OSRE 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.

- 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 individual administrative investigations, evaluations, and special reviews. Function as an in-house consultant to share expertise throughout the OIG.
- Maintain a working knowledge of investigative, social science, evaluation, and evaluation techniques and methodologies.
- Maintain a broad based, multi-media understanding of environmental programs, policies, and operations.
- Provide summaries of activities for use in the IG's semi-annual report to congress and reviews for accuracy and sufficiency.
- Develop and monitor office's yearly budget and monthly expenditures, including training, travel, and awards.
- Provide advice to the OIG regarding the programs and operations of the OSRE, including regarding the conduct of administrative investigations and special reviews.

Skills Required:

- Ability to provide leadership, general direction, and coordination of administrative investigative and evaluation activities related to the Agency's programs and operations.
- Ability to act as an advisor on all administrative investigations, evaluations, and special reviews undertake pursuant to the IG Act and directed by the IG.
- Experience conducting final technical reviews and making decisions over varying 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 or investigative 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 position 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 18, 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 .