



Council of the  
**INSPECTORS GENERAL**  
 on INTEGRITY and EFFICIENCY

The CIGIE Interagency Fellows Program enables emerging OIG leaders to expand their leadership competencies, broaden their organizational experiences, and foster networks they can leverage in the future.

### CIGIE Interagency Fellowship Position Description

<b>PD No. 1</b>			
<b>Department/Agency OIG:</b>	<i>U.S. Department of Health and Human Services, Office of Inspector General</i>		
<b>Fellowship Title:</b>	<i>Management Analyst</i>	<b>Required Clearances/ Special Requirements:</b>	<i>Public Trust</i>
<b>Number of Positions:</b>	<i>1</i>	<b>Available Workplace Flexibilities:</b>	<i>Telework; Flex Time</i>
<b>GS Level: (13, 14, and/or 15)</b>	<i>GS 13 - 14</i>	<b>Office Location:</b>	<i>Washington D.C.</i>
<b>Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities &amp; 2.) Anticipated Accomplishments</b>			
<p><i>The Office of the Chief Data Officer will serve as a catalyst for how OIG uses data and analytics to support our mission, so that we can amplify OIG's impact and do our work smarter and faster; protecting the integrity of HHS programs and operations and the health and welfare of the people they serve. The fellow will be assigned to a Program Manager to which he or she will directly report for both project and administrative requirements. During this assignment, the fellow will be responsible for performing duties supporting and fostering a culture of performance and data driven decision making and may include, but not be limited to the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Managing projects related to HHS OIG's performance and organizational management efforts;</i></li> <li>• <i>Designing and facilitating data driven management meetings within HHS OIG leadership, and subject matter experts;</i></li> <li>• <i>Contributing to and implementing internal and external communication strategies in support of the mission;</i></li> <li>• <i>Assisting with projects of special importance related measurement, management and data; and</i></li> <li>• <i>Engaging with external stakeholders</i></li> </ul>			
<b>Developmental Goals: Please select the Executive Core Qualifications (ECQs) that the participant may cultivate on this assignment. For more information about ECQs, please visit <a href="http://www.opm.gov/ses/recruitment/ecq.asp">www.opm.gov/ses/recruitment/ecq.asp</a>.</b>			
<b>ECQs (check all that apply):</b>		<b>Please describe how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:</b>	
<i>Leading Change</i>	<input checked="" type="checkbox"/>	<i>As part of the Chief Data Officer's Team, the selectee will have the opportunity to contribute to assigned projects in meaningful and impactful ways. S/he will be directly involved in fulfilling the Assistant Inspector General's vision for the role of the Chief Data Officer and will be able to lend his or her personal and professional skills and competencies in support of the office contributions to HHS OIG. The ability to help lead change and directly influence the outcomes of the CDO will require a keen focus on achieving results through effective communications and coalition building. The</i>	
<i>Leading People</i>	<input type="checkbox"/>		
<i>Results Driven</i>	<input checked="" type="checkbox"/>		

<i>Business Acumen</i>	<input checked="" type="checkbox"/>	<b><i>selectee must be adept at anticipating problems and offering proactive solutions in an appropriate context. Excellent communications and interpersonal skills are very important for this position.</i></b>
<i>Building Coalitions</i>	<input type="checkbox"/>	