



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

PD No. 2			
Department/Agency OIG:	<i>U.S. Department of Homeland Security, Office of Inspector General</i>		
Fellowship Title:	<i>Senior Advisor</i>	Required Clearances/ Special Requirements:	<i>Secret</i>
Number of Positions:	<i>1</i>	Available Workplace Flexibilities:	<i>Telework; Alternate Work Schedule</i>
GS Level: <i>(13, 14, and/or 15)</i>	<i>GS-14-15</i>	Office Location:	<i>Washington D.C.</i>
Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities & 2.) Anticipated Accomplishments			
<i>Fellow would lead/participate in numerous special projects in the HR arena such as drafting critical position descriptions and vacancy announcements, analyze current processes and recommend process improvements, and research and advise on employee relations matters. One example of a high-level project that the Fellow would be responsible for is assessing human capital service strategies for the upcoming year. This project would require the Fellow to assess the current level of services provided by in house staff, identify gaps, identify other service providers that could fill the gaps, draft statements of work or other requirements documents, and assist in the procurement strategy and execution. The Fellow would be introduced to Assistant Inspectors General and Counsel and would be required to interview them to obtain feedback about current HR services, perceived gaps, ideas for improvement, etc.</i>			
Developmental Goals: Please select the Executive Core Qualifications (ECQs) that the participant may cultivate on this assignment. For more information about ECQs, please visit www.opm.gov/ses/recruitment/ecq.asp .			
ECQs (check all that apply):		Please describe how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:	
<i>Leading Change</i>	<input checked="" type="checkbox"/>	<i>The projects would expose the Fellow to aspects of all 5 executive core qualifications. DHS OIG must change how it delivers HR services in order to effectively change other parts of the organization. We have not met our FTE goals for FY 2015 and risk losing funding for FY 16. The Fellow will be exposed to leading people and using IT, budget, and acquisition strategies to solve a critical problem. In order to successfully complete the project, the Fellow will be required to create collaborative relationships with all the Directors in the Office of Management, Assistant Inspectors General, and the current HR staff.</i>	
<i>Leading People</i>	<input checked="" type="checkbox"/>		
<i>Results Driven</i>	<input checked="" type="checkbox"/>		
<i>Business Acumen</i>	<input checked="" type="checkbox"/>		
<i>Building Coalitions</i>	<input checked="" type="checkbox"/>		