



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. 6			
Department/Agency OIG:	<i>U.S. Department of the Interior, Office of Inspector General</i>		
Fellowship Title:	<i>Quality Assurance – Office of Audit</i>	Required Clearances/ Special Requirements:	<i>Public Trust</i> <i>The fellow needs the following:</i> <ul style="list-style-type: none">- Understanding of Generally Accepted Government Auditing Standards- Ability to work in Washington DC; travel to Herndon, VA; travel to Lakewood, CO; travel to Sacramento, CA
Number of Positions:	<i>1</i>	Available Workplace Flexibilities:	<i>Telework; Flex Schedule</i>
GS Level: <i>(13, 14, and/or 15)</i>	<i>GS 13 or GS 14 or GS 15</i>	Office Location:	<i>Washington D.C.</i>
Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities & 2.) Anticipated Accomplishments			
<i>The development opportunity is running the fiscal year 2016 Internal Quality Assurance Program. Expectations are the applicant would review past quality assurance reports and review current policies. Once the review of materials is complete, the applicant would perform 5 quality assurance reviews in the 3 regional offices and 2 directorate offices, produce individual quality assurance reports offering suggestions for improvement, and finally using the knowledge learned and ensure the current policies are up to date with Generally Accepted Government Auditing Standards. Project: Review past external peer review reports; perform internal quality assurance reviews; review current audit policy; ensure external peer review recommendations are resolved; recommend areas needing improvement; update audit policy in accordance with generally accepted government auditing standards. Roles and Responsibilities: Role is the Director of Quality Assurance; Responsible for fiscal year 2016 quality assurance review program at the DOI OIG; writing 5 internal quality assurance reports; comparing current policy to generally accepted government auditing standards; update policy as needed. Anticipated Accomplishments: 5 quality assurance reports delivered to the AIGA; recommend areas for improvement; update current policy.</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):	<i>Please describe how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:</i>		
Leading Change	<input type="checkbox"/>	<i>The Director of Quality Assurance assignment covers portions of each of the 5 ECQ's. The two primary ECQ's that are a direct result of the assignment are Results Driven and</i>	

Leading People	<input type="checkbox"/>	Building Coalitions.
Results Driven	<input checked="" type="checkbox"/>	RESULTS DRIVEN is a core qualification that involves the ability to meet organizational goals and customer expectations. Inherent to the results driven ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Holding one's self accountable for measurable high quality, timely, and cost-effective results; determining objectives, and setting priorities are part of the quality assurance assignment (Accountability).
Business Acumen	<input type="checkbox"/>	Meeting the needs of internal customers and external customers will be demonstrated by understanding the established requirements of an audit (risk assessment, independence, etc). Understanding and applying the controls and the rules of the Generally Accepted Government Auditing Standards, otherwise known as GAGAS is an important part of the assignment (Customer Service). The end result of the assignment will be ensuring the policies are in alignment with GAGAS as well as developing quality assurance reports for 5 Audit components. Delivering high-quality products will ensure the Office of Audit is committed to and set up for continuous improvement. Making decisions based on the information learned during the quality assurance reviews will enable the employee to make well-informed, effective, and timely decisions (Decisiveness). Taking the results from past peer review reports and performing internal quality assurance reviews allows for the organization to have success. The assignment will enable the applicant to identify and analyze problem past and current problems; weigh relevance and accuracy of information; generate and evaluate alternative solutions; and make recommendations (Technical Credibility). Understanding and appropriately applying principles, procedures, requirements, regulations, and policies related to GAGAS is imperative to the assignment (Entrepreneurship)
Building Coalitions	<input type="checkbox"/>	BUILDING COALITIONS is a core qualification involves the ability to build coalitions internally and with other Federal agencies. Performing Quality Assurance Reviews and updating OIG policies will allow the participant to work with each of our regional offices as well as the HQ Operations division (Partnering and Developing Networks). Developing internal policies that impact the work of the organization is a large portion of the assignment (Political Savvy). Building consensus through give and take and gaining cooperation from others to obtain information will be the basis for gathering and reviewing data. Accomplishing the goal of ensuring the policies are up to date is the goal of the detail (Influencing/Negotiating).