



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 Fellowship Position Description

<b>PD No. 13</b>			
Department/Agency OIG:	<i>U.S. Environmental Protection Agency, Office of Inspector General</i>		
Fellowship Title:	<i>Data Analytics Project Manager</i>	Required Clearances/ Special Requirements:	<i>None</i>
Number of Positions:	<i>1</i>	Available Workplace Flexibilities:	<i>Telework; Compressed Schedule; Employee Wellness Program</i>
GS Level: <i>(13, 14, and/or 15)</i>	<i>GS 14</i>	Office Location:	<i>Washington D.C.</i>

**Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities & 2.) Anticipated Accomplishments**

- 1. *The Fellow will report directly to the Assistant Inspector General for Audit.*
- 2. *Background: data analytics is a new organization for EPA OIG Office of Audit. Our audit assignments have analysis as a part of the scope and we now want to formalize responsibilities.*
  - *Needs to be something every auditor is using and thinking about and has the capability of performing in all audit phases.*
  - *Office of Audit will require data analytics for every project or grant a waiver if truly N/A.*
  - *Auditors should be proactive and start early in the planning process thinking about how they can employ technology to improve and facilitate upcoming audit assignments.*
  - *Technology can be applied for risk assessment, planning the annual audit schedule and projects, research, fieldwork, reporting, and follow up.*
  - *Data analytics often provides greater coverage and broader perspectives.*
  - *Most audit assignments can be more efficient through analytics by cutting down on tedious analysis of individual records.*
- 3. *The Fellow leads a six-month project in the Office of Audit to successfully stand up the data analytics office. As part of this project, the Fellow:*
  - *Builds a project management plan with objectives and milestones.*
    - *Works with Office of Audit directors to develop the plan.*
    - *Obtains approval from AIG for Audit, Chief of Staff, DIG, and IG.*
    - *Provides periodic status updates for the Senior Leadership Team.*
  - *Assures comprehensive coverage in the project including these features:*
    - *Coordination with Performance Analysis & Strategic Solutions (PASS) office in the OIG Chief of Staff organization.*
    - *Assure all auditors have the necessary training.*
    - *Determine and request meta-data analysis to narrow down very large data sets.*

- Collegially develop audit-required methodologies and insights.
- Participate in productivity analysis and predictive modeling for audit.
- Work with directorates: director, manager, team for specific assignments.
- Assist in planning and implementing the data analysis needs in all audit phases.
- Provide mentorship for each person to help them use their analytical training.
- Act as liaison between the assignment team and PASS when needed.
- Work with senior management (IG, DIG, AIGs & Deputy AIGs).
- Develop objectives for using data analytics and expectations.
- Support risk and needs analysis for the annual and strategic plans.
- Report status of projects including cost, timeliness and results.
- Implement productivity measures such as percentage of measures entered in the performance management system.
- Provides automated data collection for the dashboard report to IG/DIG.

**4. The deliverables for this project include:**

- Organizational structure
- Recruiting/realignment of personnel
- Policy and procedures for data analytics in the office of audit
- Implementation plan for the data analytics organization

**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](http://www.opm.gov/ses/recruitment/ecq.asp).

<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>
Leading Change	<input checked="" type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <p><i>The role of Data Analytics Project Manager requires the Fellow to lead a project to stand up the data analytics function in the EPA OIG Office of Audit. This project targets significant change in the Office of Audit to improve our audit results and be more efficient. The Fellow will need expertise in data analytics to facilitate achieving the results from this initiative, an analytics organization in Office of Audit from concept to reality. This result must be achieved in the six-month period of the Fellowship. The Fellow's success is influenced by how effectively they can develop a coalition of personnel throughout the Office of Audit, other OIG organizations, DIG and IG.</i></p>
Leading People	
Results Driven	
Business Acumen	
Building Coalitions	