



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

PD No. 11			
Department/Agency OIG:		<i>U.S. Environmental Protection Agency, Office of Inspector General</i>	
Fellowship Title:	<i>Editor</i>	Required Clearances/ Special Requirements:	<i>N/A; Candidates should have a mastery of English grammar, mechanics, punctuation and spelling; a working knowledge of Microsoft Word; and the ability to communicate well orally and in writing.</i>
Number of Positions:	<i>1</i>	Available Workplace Flexibilities:	<i>Telework; Compressed Work Schedule, Employee Wellness Program</i>
GS Level: <i>(13, 14, and/or 15)</i>	<i>GS 13 or 14</i>	Office Location:	<i>Washington D.C.</i>
Description of Development Opportunity: 1.) Projects, Roles, and Responsibilities & 2.) Anticipated Accomplishments			
<i>The fellow will: (1) review a variety of EPA OIG publications for compliance with writing, style and editing standards; (2) communicate with staff throughout the EPA OIG to gather, clarify, analyze, synthesize, and summarize the EPA OIG's messages on a variety of topics for multiple audiences and (3) ensure high-quality products that optimally reflect the EPA OIG's accomplishments and outcomes. It is anticipated that the fellow will gain a stronger understanding not only of the process and protocols involved in producing OIG reports, but of the analysis and decision-making that go into determining findings and recommendations for organizational change.</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>Through exposure to a wide variety of reports and other written products, and the opportunity to help articulate findings and recommendations, the fellow will gain insights into an OIG's ability to bring about strategic change at an agency. This experience also will provide a hands-on role into driving results, with emphasis on accountability, customer service, decisiveness, problem solving and technical credibility.</i>	
<i>Leading People</i>	<input type="checkbox"/>		
<i>Results Driven</i>	<input checked="" type="checkbox"/>		
<i>Business Acumen</i>	<input type="checkbox"/>		

Building Coalitions

