



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. 22			
Department/Agency OIG:		<i>U.S. Department of Agriculture, Office of Inspector General</i>	
Fellowship Title:	<i>Special Assistant to AIG</i>	Required Clearances/ Special Requirements:	<i>Secret</i>
Number of Positions:	<i>1</i>	Available Workplace Flexibilities:	<i>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			
<p><i>The candidate will have the opportunity to work within the four areas of OM depending on their specific developmental needs and current experience level. The four divisions in OM include, Human Resources, Administrative Services, Financial Management, and Information Technology. Specific projects that may be assigned include developing an updated website to enhance communication with OIG customers, review all reimbursable agreements and determine the most cost efficient use of those agreements, develop and deliver updated performance plans and position descriptions throughout OIG, and develop enhanced CONCUR training for OIG travelers. The candidate will also have the opportunity to assist in the development and delivery of the OIG 5 year strategic plan as well as development of quarterly statistical data gathering. Since there are often unexpected deliverables for OM, it is also possible that the candidate will have opportunities to enhance their knowledge through activities not currently mentioned.</i></p>			
<p>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.</p>			
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"/>	<p><i>The candidate should anticipate that they will significantly enhance their knowledge in the core Business Acumen areas of financial, IT, and human resources management with accomplishments that directly relate to the ECQ's. Several of the projects listed above have a direct impact on employee satisfaction which is encompassed in Leading People. Finally, a few of these projects will require working throughout DIG and explaining the need and rationale for the current project. This could hit several areas in both Leading Change and Building Coalitions.</i></p>	
<i>Leading People</i>	<input checked="" type="checkbox"/>		
<i>Results Driven</i>	<input type="checkbox"/>		
<i>Business Acumen</i>	<input checked="" type="checkbox"/>		

Building Coalitions

