GENERAL POSITION INFORMATION

Job Title: Supervisory Auditor, Assistant Inspector General for Audits, PG-0511-15

Salary: $142,701 to $170,800*

*Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

Position Type: Competitive service

Opening Date: 6/11/2020

Close Date: Remain Open Until Filled

Who May Apply: Open to current Federal, competitive service employees serving at or above grade level GS-15 positions (or equivalent); and has completed their one year probationary period. This is a lateral transfer/re-assignment ONLY.

Division: Office of the Inspector General

Duty Location: 732 North Capitol St NW, Washington, D.C., within walking distance of Union Station.

Security Clearance: Secret

Telework: Yes as determined by agency/office policy (See Work Environment Section Below)

Relocation Expenses: No

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview.

Travel Required: Occasional

SUMMARY

The position is located in the U.S. Government Printing Office (GPO), Office of the Inspector General (OIG), Office of Audits. The OIG helps the GPO effectively carry out its responsibilities by promoting economy, efficiency, and effectiveness in the administration of, and to prevent and detect waste, fraud and abuse in GPO programs and operations. The incumbent of this position is the Assistant Inspector General for Audits and in that capacity serves as the principal auditor for the OIG, with a particular emphasis on financially related audits. The incumbent promotes policies and procedures that are in accordance with applicable Inspector General statutes, regulations, and other standards established by the Council of the Inspectors General on Integrity and Efficiency (CIGIE).

GPO is the Federal Government’s official, digital, secure resource for producing, procuring, cataloging, indexing, authenticating, disseminating, and preserving the official information products of the U.S. Government. GPO is responsible for the production and distribution of
information products and services for all three branches of the Federal Government. Additional information regarding GPO is available at www.gpo.gov.

MAJOR DUTIES

Responsible for planning, directing, and administering the OIG's audit program and formulating, developing, communicating, and implementing overall audit policies, standards, and procedures; the focus on GPO OIG audits is predominantly financially focused. Directs the implementation of approved plans, programs, objectives, and goals and monitors their progress. Leads the Office of Audits organizational and administrative management matters including human resources, information technology, contractor support, and financial management.

Establishes a system of quality control that is designed to provide the Office of Audits with reasonable assurance that the organization, its personnel, and products comply with professional standards and applicable legal and regulatory requirements.

Leads professional staff in determining the objectives, scope, methodology of audits, developing and adjusting audit guides when necessary to meet special or unusual circumstances, participates in conferences to present the results developed during the course of the audit and develops and makes the final review of draft and final audit reports to determine if they meet OIG reporting requirements and standards. Responsible for the overall design of each audit.

Coordinates concurrent audits and in conjunction with OIG policies and standards, establishes guidelines and procedures on technical matters including: monitoring of ongoing audit work, audit working papers, and review and processing of final and draft reports for compliance with Comptroller General and OIG standards. Responsible for preparing summaries of audit findings and activities for the OIG Semiannual Report to the Public Printer and the Congress during the 6-month periods ending March 31 and September 30.

Effectively leads and manages employees to enhance performance, development, and satisfaction in accomplishing OIG goals and objectives. Fosters diversity, innovation, initiative and teamwork. Implements an OIG vision that integrates best practices in alignment with OIG and Agency objectives. Creates an environment where all individuals assume responsible and active roles. Implement the OIG's strategic priorities to promote positive change, maximize efficiency and value in our work, and leads by example in creating a model organization.

QUALIFICATIONS:

A complete application package must include:

- **Resume:** Your resume, or other written form you choose to describe your job-related experiences, is used to verify your qualifications. It is important that your resume reflects the duties and responsibilities under each position you have held with each employer.

- **SF-50, Notification of Personnel Action:** To be considered for this position, you must be a current or former Federal employee, at or above GS-15 (or equivalent) and have completed the one year probationary period. Therefore, you must submit a Notification of Personnel Action (SF-50) showing the highest grade level held in a position for which you are using to qualify; and your SF-50 showing that you completed one year of service as a Federal employee. Your SF-50 must also include the Position Title and Series, Step, Salary, Tenure,
Position Occupied, and promotion potential (if applicable) to verify your status and eligibility. Failure to submit the information required will result in an ineligible rating under merit promotion procedures.

- **Performance Evaluations:** Copy of your most recent performance appraisal. If your performance appraisal is not dated **within the last 12 months** or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why it was not obtainable. Failure to submit required documentation will disqualify you from consideration.

- **DD-214** - If you are claiming Veterans' Preference, provide a copy of your DD-214 (Member Copy 4) Certificate of Release or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge.

- **VA Letter and SF 15** - If you are claiming Veterans' Preference based on a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your DD-214 or other proof of entitlement as described above; and SF-15, and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later. Failure to provide this documentation may result in your application not receiving preference. (Please see Veteran eligibility documentation for more information on Veterans preference in Federal hiring)

- **Cover Letter:** A cover letter is required. Please include a brief synopsis of how you meet the major duties.

**Note:** All documents should be in Adobe PDF format.

**KEY REQUIREMENTS:**
- U.S. Citizenship
- Selectees must pass a drug test prior to appointment
- Males born after 12/03/1959 must be registered for Selective Service.
- Subject to Financial Disclosure requirements
- Must be able to obtain and maintain Secret Clearance
- Time in Grade Requirements must be met

**TIME-IN-GRADE REQUIREMENTS:** Applicants must be currently serving at or above the equivalent grade level of Federal service (GS-15) and completed the one year probationary period to qualify for this position.

**CONDITIONS OF EMPLOYMENT:**

- **Security Clearance:** The position requires the incumbent be able to obtain and maintain a Secret Security Clearance.
- **Designated Testing Position:** Incumbent is required to be screened under the civilian drug abuse testing program. Periodic urinalysis will be required to test for drug abuse. Failure to submit specimen or sign will result in incumbent being subject to adverse action proceedings in accordance with appropriate regulations.
- **Financial Disclosure:** Incumbent must annually file a Confidential Financial Disclosure statement.
ADDITIONAL INFORMATION:

Employment of Relatives: Section 3110 of Title 5, U.S. Code, prohibits a Federal official from appointing, promoting, or advocating the appointment or promotion of a relative in the agency where the official is serving or exercises jurisdiction. In addition, Section 2302(b)(7) of Title 5, U.S. Code, makes it a "prohibited personnel practice" for a person in authority to "appoint, employ, promote, advance, or advocate for the appointment, employment, promotion, or advancement of a relative." For further information visit: https://www.law.cornell.edu/uscode/text/5/3110 and https://www.law.cornell.edu/uscode/text/5/2302

Background Investigation: To ensure the accomplishment of its mission, GPO requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully completed a background investigation for suitability. This review could include financial issues such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs. Depending on the type of background investigation required, the security process may take between 6 weeks to 12 months. The Agency may rescind the tentative offer, if the candidate is unable to obtain an interim clearance.

Schedule A (Disability Appointment): Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. The letter must be printed on a "medical professional's" letterhead and signed.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process you must contact the HC Specialist on the vacancy announcement at least seven business days before the closing date of this announcement to receive assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Equal Employment Opportunity Policy: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Work Environment: The GPO OIG’s optimum work environment is one where employees have the ability to use telework and alternative work schedules, but are also generally in the office three to five days during normal work weeks. This position involves work performed in an office setting, although there is some exposure to industrial plant and outside work situations. This position is telework eligible in accordance with OIG policy, although it is often necessary for the individual in this position to be physically present in the office to successfully perform their work. GPO offers a transit subsidy for commuters using public transportation (Metro Bus/Rail, MARC, VRE, etc.), Telework, and Alternative Work Schedule (AWS).

Where to Submit: Complete application package must be sent to: Nathan Deahl (Acting Deputy Inspector General) at ndeahl@gpo.gov.