

**OFFICE OF INSPECTOR GENERAL  
U.S. HOUSE OF REPRESENTATIVES  
VACANCY ANNOUNCEMENT**

**Position:** Management Analyst  
**Opening Date:** July 15, 2016  
**Closing Date:** August 14, 2016

**Announcement Number:** IG-16-01  
**Location:** Washington, DC

**Salary:** \$92,571 - \$115,697\*  
\*Commensurate with qualifications and experience

**Area of Consideration:** All Sources

**FLSA Category:** Exempt

**Job Summary:** Incumbent serves as a Management Analyst responsible for assisting the Director, Management Advisory Services (MAS), in the management and direction of all in-house and contract reviews in assessment and use of information technology as well as evaluating, streamlining, and improving the U.S. House of Representatives (House) operational practices and ensuring that House activities achieve the desired objectives.

**Major Duties:**

- Plans and performs management advisory reviews to evaluate the effectiveness of system development and project management activities, identify and recommend business process improvements by applying lean six sigma management principles and other process improvement methodologies and advise management on meeting its objectives using a risk-based approach.
- Performs work in compliance with Government Accountability Office Government Accounting Standards and the Office of Inspector General (OIG) Policies and Procedures Manual.
- Assists team members in using productivity tools such as Visio, Excel, Word, PowerPoint, ACL, and Minitab.
- Performs tasks including: collecting documents and data, performing basic analyses of documents and data, and identifying potential causes, opportunities, and alternatives. Utilizes analytical techniques in the preparation of work products.
- Assesses the risk and significance of issues and opportunities identified from assigned tasks.
- Conducts and documents client meetings and interviews.
- Produces work products, including reports and work papers.
- Briefs team leaders and supervisors on work performed, issues identified, and unexpected delays or problems.
- Stays apprised of current internal audit/ management advisory techniques, issues, and trends.
- Proposes personal development and training plans.
- Identifies potential areas of engagement for the MAS Division as part of the annual planning process.
- Contributes to improving the MAS Division and the OIG office through efforts such as identifying and implementing new or improved processes, techniques, and tools as well as sharing knowledge and providing assistance.
- Assists contractors as assigned.
- Participates in special projects and other tasks as assigned.
- This role does not supervise staff.

## **Requirements and Additional Information:**

- An undergraduate degree and 24 semester hours of accounting (may include up to 6 semester hours in business law) is required.
- An applicable graduate degree or certification is preferred. (e.g., accounting, audit, and business process certifications such as: CPA, CIA, CFE, CISA, CISSP, PMP, CGAP, CGFM, MCSE, and Lean Six Sigma Black Belt.).
- Experience and knowledge of reviewing/auditing internal controls, assessing and recommending management techniques, and applying business process improvement methodologies.
- Demonstrated skills and experience analyzing and recommending changes to server, network, and computing end-point technology, and monitoring/advising system development life cycle activities.
- Must have demonstrated skills and experience in: (i) establishing and maintaining effective working relationships others at all levels of organizational responsibility, and (ii) effective oral and written communications.
- Must be eligible for and able to maintain a Secret Security Clearance.
- Relocation expenses **will not** be paid.
- This is a drug testing designated position and a pre-employment drug screening will be required.

## **How Resumes Will Be Ranked:**

Candidates whose resumes illustrate they possess knowledge and experience in the following areas and applicable professional certifications will be given a higher priority:

- Analyzing/recommending changes to server, network, and computing end-point technology; monitoring/advising system development life cycle activities.
- Reviewing/auditing internal controls; assessing, recommending management techniques; applying business process improvement methodologies.
- Understanding of Government Accountability Office Government Accounting Standards and related nature and applicability of prior work experiences.
- Maintained effective working relationships with high ranking officials.
- One or more relevant Professional Certifications are preferred (e.g. CPA, CIA, CISA, CGAP, CISM, CISSP, CGEIT, PMP, etc.).

## **Benefits of Working at the House of Representatives:**

1. General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans (e.g. Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees Life Insurance, etc.) to which other federal employees are entitled.
2. Leave accumulation. Prior federal service and work experience in a related field are considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience). All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:
  - Less than 3 years of service/experience = 12 days annual leave per year
  - Between 3 years and 6 years of service/experience = 18 days annual leave per year
  - 6 or more years of service/experience = 24 days annual leave per year

3. Federal Retirement. The U.S. House of Representatives participates in the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS).
4. Student Loan Repayment Program. Employees can be reimbursed for up to \$10,000 per year (with a maximum of \$60,000 in total) for federally backed student loans.
5. Gym Membership. House employees are eligible for discounted memberships to “Gold’s Gym” and to the House Fitness Center.
6. On-site day care facility.
7. Flexible work schedule.
8. Eligibility for either free, on-site parking or an amount up to the DOT monthly limit for mass transit benefits.

### **Work Environment and Physical Demands:**

The work is usually performed in an office environment. Overnight travel is rare. The work is primarily sedentary but there may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

### **Applicant Instructions:**

Submit the following to the email address below:

- 1) A resume that clearly presents the requirements of the position
- 2) **Do not send** transcripts, copies of degrees or certifications, or Veteran’s preference documents.

*Veterans, please read instructions below about applying for Veteran’s Preference.*

Email: [OIGResumes@mail.house.gov](mailto:OIGResumes@mail.house.gov). Please reference “IG-16-01 Management Analyst” in the subject line of your email.

Point of Contact: Susan Kozubski, (202) 225-1133 or Joseph Picolla, (202) 226-1250.

**Do NOT mail or fax resumes. Email is the preferred method of submitting resumes. When your resume is received, the email system will generate an automated response acknowledging receipt of your resume.**

*Hiring for this position is governed by the **Veterans Employment Opportunities Act (VEOA)**. Applicants seeking veterans’ preference consideration should indicate their status **in a separate email** sent to [susan.kozubski@mail.house.gov](mailto:susan.kozubski@mail.house.gov). For additional information on VEOA please call Susan Kozubski at (202) 225-1133.*

*The Office of Inspector General is an **Equal Opportunity Employer**, and as such is committed to building and maintaining an inclusive and diverse work environment.*