

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

Announcement ID: IG-25-01 IS-CIGIE
Location: Washington, D.C.

POSITION: Senior Auditor (Information Systems)

OPENING DATE: March 3, 2025

CLOSING DATE: April 2, 2025

SALARY: \$137,622 to \$148,637*

*Commensurate with qualifications and experience.

GRADE: HS-11 (House Pay Schedule)

This organization uses the House Pay Schedule which differs from OPM's General Schedule.

Type of Appointment: Full-time, Permanent, Excepted Service

Area of Consideration: All Sources

FLSA Category: Exempt

Security Clearance: Secret (min. required)

Job Summary:

Responsible for the day-to-day accomplishment of assigned audit tasks required in evaluating information systems activities of the U.S. House of Representatives (House). All work is performed in compliance with the Office of Inspector General (OIG) Policies and Procedures Manual and appropriate professional standards. All duties are performed in the highest ethical manner, while exhibiting the OIG Core Values of *Integrity, Excellence, and Innovation*.

Major Duties:

- Independently plan and perform audit objectives for information systems audits, including audits of general and application controls and information system management processes.
- Independently configure, use and design tests for audit tools (i.e. software and/or scripts); test systems for vulnerabilities; analyze the data produced; and translate that data into validated audit issues.
- Independently perform assigned audit tasks including, collecting and analyzing relevant documents/data and performing complex analysis to identify potential audit issues, causes, and solutions.
- Assess the risk and significance to House systems/operations of issues identified from assigned audit objectives.

- Conduct meetings, interviews, and briefings.
- Produce work products to include audit work papers and briefing documents.
- Brief supervisors on work performed, audit issues identified, and any unexpected delays or problems.
- Stay apprised of current audit techniques, issues, and trends in information systems and systems security.
- Identify potential audit areas for the IS Division as part of the annual audit planning process and write corresponding fact sheets.
- Contribute to improving the IS Division and the OIG office through efforts such as identifying and implementing new and improved processes, techniques, and tools; proposing process changes needed to implement improvements; sharing knowledge; and providing assistance.

Other Duties:

- Propose personal training and development plans.
- Provide assistance to contractors as assigned.
- Participate in special projects and other tasks as assigned.

Requirements of the Position and Additional Information:

- **Education:**
 - An undergraduate degree in a relevant field such as Information Technology or Computer Science, Management Information Systems, Cybersecurity, Accounting or Business Administration (with IT Focus), Data Analytics or Data Science.
 - 24 semester hours of accounting (may include up to 6 semester hours in business law) is required.
 - An applicable degree or one professional certification is required. Qualifying certifications include CISA, CISSP, CIA, and CRISC.
- **Experience:**
 - At least 5 years of experience performing information systems audits, including audits of information technology general controls, application controls, and information systems processes.
 - Extensive experience and knowledge of information systems, information systems auditing, information systems security, information systems management, computer operating systems, network protocols, and audit tools and techniques.
- **Knowledge, Skills, & Abilities:**
 - Knowledge of government auditing standards.

- Knowledge of risk assessment concepts.
- Knowledge and understanding of work management concepts.
- Ability to work non-standard hours, as needed.
- Ability to switch job priorities; overcome obstacles.
- Communicate complex ideas/facts clearly in a well-organized manner and actively listen.
- Examine situations using facts; draw unbiased conclusions.
- Ability to display understanding, courtesy, respect, and tact in various interactions; establish and maintain positive working relationships, contribute to organizational effectiveness, and implement conflict management.
- Collaborate with others, facilitate achievement of goals, and share information and provide assistance in team efforts.
- Apply skills, methods, and tools, gather and analyze data.
- Execute processes/procedures required by the OIG Policies and Procedures Manuals.
- Demonstrate initiative when opportunities are made available; and
- Influence others to maximize efforts towards achievement of a goal.

Pre-employment Criminal History Records Check and fingerprinting is required.

Drug testing-designated position. Pre-employment drug screening is required.

Relocation expenses **will not** be paid.

How Resumes Will Be Ranked:

Candidates whose resumes indicate they meet the education and professional certification requirements, and who also possess the knowledge and experience as listed in this announcement will be given preference.

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 to which other federal employees are entitled. For instance, Federal Employees Health Benefits, Flexible Spending Account, Federal Employees Life Insurance, Long-term Care Insurance, Thrift Savings Plan, Federal Retirement Programs, etc.

Health Insurance: <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/>

Dental and Vision: <https://www.opm.gov/healthcare-insurance/dental-vision/>

Flexible Spending Accounts: <https://www.opm.gov/healthcare->

[insurance/flexible-spending-accounts/](#)

Life Insurance: <https://www.opm.gov/healthcare-insurance/life-insurance/>

Long-term Care: <https://www.opm.gov/healthcare-insurance/long-term-care/>

Thrift Savings Plan: <https://www.tsp.gov/index.html>

Retirement Program: <https://www.opm.gov/retirement-services>

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. Student Loan Repayment Program. Employees may be eligible for reimbursement of up to \$10,000 per year (with a maximum of \$80,000 in total) for federally backed student loans.
4. Gym Membership. House employees are eligible for membership to the House Staff Fitness Center.
5. On-site daycare facility.
6. Flexible work schedule.
7. Eligibility for either free, on-site parking or an amount up to the Department of Transportation monthly limit for mass transit benefits.

Work Environment and Location:

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.

The Official Work Site for the OIG is the Capitol Complex, specifically the Ford House Office Building. Telework/telecommuting may be available for staff, depending on the position and at the sole discretion of the IG, but only to the extent that the work is done within the Greater Washington D.C., Maryland, and Virginia area.

APPLICANT INSTRUCTIONS:

- 1) ALL applicants must submit a resume and cover letter, on or before the closing date, that clearly presents the applicant's knowledge, experience, and education to meet the requirements of the position.

- 2) Submit your resume and cover letter via email to OIGResumes@mail.house.gov ONLY. Reference our vacancy announcement ID, "IG-25-01 IS-CIGIE", in the Subject Line of your email.
- a. Do NOT send transcripts, copies of degrees or certifications, references, etc.
 - b. Do NOT send Veteran's preference* documents to the OIGResumes email address.

***FOR VETERAN'S PREFERENCE APPLICANTS ONLY:** Hiring for this position is governed by the Veterans Employment Opportunities Act (VEOA). Applicants who are seeking consideration of veteran's preference should **send a separate email** directly to Stanita.Thomas@mail.house.gov to **request the form and instructions** to apply for veteran's preference in the U.S. House of Representatives. The completed veteran's preference form and supporting documentation must be received by this office on or before the closing date of the vacancy announcement. For additional information on the VEOA in the U.S. House of Representatives, please call Stanita Thomas at (202) 226-9210.

What To Expect:

When your email is received in the OIGResumes@mail.house.gov email inbox, the system will generate an automated response acknowledging receipt of your email. Only applicants selected for an interview will be contacted further.

Do NOT send resumes and cover letters or courtesy copies (cc) to Stanita.Thomas@mail.house.gov.

The Office of Inspector General is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates are encouraged to apply.

The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant. Moving and related relocation expenses are not available. Continued employment with Officers and the Inspector General of the House of Representatives is contingent upon satisfactorily completing a criminal history records check. Employment with the U.S. House of Representatives is at-will.

NOTE: To be employed by a House office in a paid position in the continental United States an individual must:

1. Be a U.S. citizen;
2. Be lawfully admitted for permanent residence and seeking citizenship

as outlined in 8 U.S.C. § 1324b(a)(3)(B);

3. Be (i) admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158 and (ii) have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or

4. Owe allegiance to the U.S. (i.e., qualify as a non-citizen U.S. national under federal law).

This is a Legislative Branch appointment. A current U.S. Federal employee selected for hire from another branch (Executive, Judicial) of the U.S. Federal government must resign from Federal service in their current branch in order to be appointed to a position in the Legislative branch.

Point of Contact:

Stanita Thomas, Asst. Chief Administrative Director of Finance & Administration
Office: (202) 226-9210

Stanita.Thomas@mail.house.gov