

## DETAIL OPPORTUNITY ASSIGNMENT

**Opening Date: October 17, 2022**

**Closing Date: October 31, 2022**

Announcement of a non-reimbursable Detail (up to 120 days) at the Health and Human Service (HHS), Office of Inspector General (OIG), Office of Evaluation and Inspections (OEI), Evaluation Planning and Support Division (EPSD)

**POSITION:** Supervisory Program Analysis Officer (Director, EPSD), GS-0343-15

**APPLICABILITY:** This assignment is open to all Inspector General staff (GS-15 level considered)

**LOCATION OF ASSIGNMENT:** Remote

**DESCRIPTION OF ASSIGNMENT/DUTIES:**

The Office of Inspector General (OIG), Office of Evaluation and Inspections (OEI), Evaluation Planning and Support Division (EPSD) is announcing an exciting detail opportunity to lead a team of social science research analysts known as Program Specialists. Program Specialists support headquarters (HQ) and regional leadership and staff in ensuring that OEI fulfills OIG's mission and successfully drives positive change. Program Specialists conduct and contribute to a wide variety of projects and produce a wide variety of products and deliverables. Program Specialists contribute to all phases of the evaluation process—from work planning to data collection to recommendation follow-up.

EPSD's main role is portfolio management. EPSD specialists focus on designated, subject-matter portfolios. Portfolio management includes study support, strategic planning, and implementation, as well as driving impact. Other significant duties include producing mandated publications on behalf of the OIG. This includes two Semi-Annual Reports to Congress and Top Unimplemented Recommendations. In addition, EPSD is routinely called on to provide staff support to OEI's HQ leadership in a variety of ways, such as supporting OIG's engagement in CIGIE and a variety of internal and external working groups.

The detailee serves as the Acting Director of EPSD under the direction of the former EPSD Director. Duties consist of the following:

- Management of OPDIV liaison relationships to ensure the timely receipt of data and other information; to include, negotiating process modifications (when necessary), fostering OPDIV engagements and escalating issues to senior executives that serve as barriers to the timely production and release of reports.
- Management of OEI's strategic planning process to ensure the integrity of the existing process.
- Conduct special projects at the request of senior executives.
- Coordination with subject matter experts to support strategic initiatives and special projects.
- Production of an array of performance management and impact reporting; foster the development of resource monitoring tools.
- Facilitation of monthly Front Office (FO) Inventory meetings and coordination on FO requests.
- Coordination with other components on OIG system modernization efforts and ensure OEI processes and needs are well incorporated.
- Management of OEI's recommendation follow-up process, to include devising strategies to drive progress on select unimplemented recommendations.

- Oversight of the time production of OIG's Semiannual Report to Congress and Top Unimplemented Recommendations publications.
- Foster strategic subject matter knowledge development among the team.

**DESIRED QUALIFICATIONS:**

- Experience effectively managing internal and external relationships.
- Experience developing a host of information products and packing information for various target audiences.
- Working knowledge of Health and Human Services program and policy priorities.
- Working knowledge of common qualitative and quantitative research methods and approaches that may be used in program evaluations.
- Ability to communicate clearly and concisely with multiple audiences orally and in writing.
- Strong interpersonal skills and ability to work collaboratively and productively with subject matter experts to solicit, collate, and communicate programmatic knowledge.
- Exceptional organization and time/project management skills to efficiently manage multiple projects, often time sensitive.
- Entrepreneurial spirit with an eye for potential process change (implementation not an expectation during the course of the detail).

**PERIOD OF ASSIGNMENT:** This assignment will be for a period of up to 120 days.

**APPLICATION PROCEDURES AND WHAT TO SUBMIT:**

To apply for this position, you must email a complete Application Package which includes:

- **Statement of Interest:** The statement of interest must be 1 page or less and contain
  - Current job title, series, and grade;
  - Name and contact information of immediate supervisor;
  - A description of your interest in performing the duties detailed above; and
  - A description of your recent experience related to the knowledge, skills, and abilities desired for this position.
- **Resume:** For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year, or month/ year to present). Resumes that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.

**The complete Application Package must be submitted via email by 11:59 pm (EST) on October 31, 2022.**

**POINT OF CONTACT:** Those interested in the position should send a complete application package to [Melicia.Seay@oig.hhs.gov](mailto:Melicia.Seay@oig.hhs.gov) no later than October 31, 2022.

**EVALUATION CRITERIA:** Application packages will be evaluated based on the information provided.

**EQUAL EMPLOYMENT OPPORTUNITY:** All eligible applicants will receive consideration for the developmental assignment without regard to race, religion, color, national origin, age, sex, disability, political affiliation, or any other non-merit factor.

**REASONABLE ACCOMODATION:** If you need a reasonable accommodation for any part of the application and hiring process, please contact [Candace.Mckoy@oig.hhs.gov](mailto:Candace.Mckoy@oig.hhs.gov).