

**SOLICITATION OF INTEREST**  
**Awards and Performance Management Analyst**

**TO ALL CURRENT, PERMANENT GS-12 or GS-13 EMPLOYEES**

**Opening Date: February 21, 2023      Closing Date: February 27, 2023**

**LOCATION AND DESCRIPTION OF DETAIL:** The Social Security Administration (SSA), Office of the Inspector General (OIG), Office of Workforce Performance and Development (OWPD), Performance Management and Awards Team (PMAT), in Woodlawn, Maryland is soliciting for a current (permanent) GS-12 or GS-13 employee for a not-to-exceed 120-day detail to serve as an Awards and Performance Management Analyst.

OWPD was recently established as a new component in SSA OIG.

**DUTIES:** The selected incumbent will assist the Team Lead in developing and implementing policies, processes, and operations needed to establish OWPD and the PMAT. The selected incumbent is also responsible for assisting the Team Lead with administrating and monitoring OIG's performance management program and establishing an awards program. These programs affect OIG staff who are geographically dispersed. In addition, the incumbent will assist in developing and implementing policies and administrative processes that ensure the effective and efficient operations of OWPD. **Please note that this can be a remote assignment completed from the selectee's current duty station.**

**AREA OF SOLICITATION:** Open to qualified, current, permanent, **bargaining** and **non-bargaining unit**, GS-12 and GS-13 employees in the OIG community and SSA. This is a lateral detail assignment and may be subject to a reimbursable agreement. A temporary promotion is **not** offered. This detail may become permanent. This is **not** a developmental assignment. The selectee should possess the demonstrated ability to execute most of the duties enumerated below.

**NUMBER OF VACANCIES:** 1

**DUTIES:** In this assignment, the selectee will work with OWPD team members, SSA and SSA OIG stakeholders, and external entities to perform the following duties in a manner that complies with diversity, equity, inclusion, and accessibility (DEIA) principles:

- Consults and assists supervisors, managers, and others with OIG's performance management programs, nationwide;
- Helps develop a comprehensive, cyclical program to identify, track, and monitor OIG and non-OIG awards for OIG's staff and special interest groups;
- Assists supervisors, managers, and others with OIG and other awards programs;
- Helps develop a comprehensive, automated beginning-to-end awards application;
- Helps develop a robust performance grievance program;
- Consults and assists in establishing an OWPD automated help desk process designed to respond to customer questions and resolve problems related to OWPD's various workloads;
- Conducts independent analysis and provides performance management and awards advice, guidance, and support to the employees of the OIG;

- Assists OWPD team members in establishing OWPD's other teams, including the New Employee Onboarding Team, Training and Professional Development Team, and the Diversity, Equity, Inclusion, and Accessibility Team.
- Coordinates with SSA's Office of Human Resources (OIG's Servicing Personnel Office) and others, internal and external to OIG, to establish programs and processes, benchmark and document best practices, and obtain other support and resources needed to establish the newly created PMAT;
- Evaluates the effectiveness of current performance management and awards programs in meeting OIG's needs;
- Monitors and reports progress to the Team Lead, as assigned, others on individual and team accomplishments, challenges, and timeframe estimates on completing tasks;
- Addresses inquiries from management officials at all levels for performance management and awards, and maintains open communication and positive working relationships with colleagues, subordinates, and leadership from other components;
- Prepares and presents written reports and briefings on various subjects in the performance management and awards areas;
- Develops and establishes processes designed to develop and document standard operating procedures for all Team tasks, activities, and processes; and,
- Other duties as assigned.

#### **QUALIFICATIONS:**

Candidates for the detail must be in good standing and be a permanent GS-12 or GS-13 employee. Interested candidates should have:

- Experience coordinating and executing the full range of performance management and awards functions (required);
- Experience analyzing and addressing performance management needs for individuals and groups (required);
- Experience establishing a new program, office, component, or workflow (suggested);
- Experience administering an awards program, which includes multiple Federal, State, local, and special awards; (strongly suggested);
- Experience assisting with the development of automated systems (suggested);
- Experience developing and documenting processes and/or creating standard operating procedures (required);
- Knowledge of DEIA principles (required);
- Experience resolving customer questions and concerns (required);
- Experience defusing intense interactions and resolving conflicts (required);
- Excellent oral and written communication skills (i.e., applies plain language and agency writing principles) (required);
- Excellent organizational skills (required);
- Experience developing and implementing written instructions, guidelines, and other material (required);
- Experience working in a fast-paced environment (suggested); and,
- Experience using Microsoft Word, Excel, and/or PowerPoint (required).

**HOW TO APPLY:** Interested employees must submit, via email, the following information: name, title of your organizational component, permanent position title, permanent grade, the length of time served at current grade, work location, service computation date, and supervisor's name. Your email must also include a statement of interest (not to exceed 2 page), a résumé/SSA-45, and a copy of your most recent performance appraisal.

Please email the requested information to [oig.details@ssa.gov](mailto:oig.details@ssa.gov) by **Close of Business February 27, 2023.**

\*Please note that although the Detail period is not to exceed 120 days, at any point during that period, either the manager or the Detailee can request that the detail end prior to the last day. The employee will be returned to his or her permanent position of record, regardless of the duration of the temporary assignment.

For questions concerning this solicitation, please contact [OIGHR@ssa.gov](mailto:OIGHR@ssa.gov).

*The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, membership in an employee organization, or other non-merit factor.*