



## GENERAL POSITION INFORMATION

**Job Title:** Auditor (Quality Assurance), PG-0511-13/14

**Salary:** \$102,663.00 to \$157,709.00 / Per Year

**Position Type:** Competitive service

**Opening Date:** October 2020

**Closing Date:** Remain Open Until Filled on CIGIE Careers website.

**Who May Apply:** Open to current Federal, competitive service employees serving at or above grade level GS-13/14 positions (or equivalent); and has completed their one year probationary period. **This is a lateral transfer/re-assignment ONLY.**

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

**Telework:** 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 or teleconference interview.

**Travel Required:** Occasional

**SUMMARY.** The position is located in the U.S. Government Publishing Office (GPO), Office of the Inspector General (OIG). 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 will serve in the OIG front office as the Quality Assurance and Compliance Specialist and key advisor responsible for managing the GPO OIG quality assurance and compliance programs.

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](http://www.gpo.gov).

**MAJOR DUTIES.** Serve as senior Quality Assurance and Compliance Specialist and key advisor responsible for managing GPO OIG quality assurance and compliance programs. As such, develop GPO OIG policies and procedures promulgated in Council of the Inspectors General on Integrity and Efficiency (CIGIE) standards and Guidebooks. The incumbent of this position will work in the GPO OIG front office and directly report to the Deputy Inspector General. Although not a supervisory position, the leadership and management potential are only limited by the imagination. Hard chargers looking for a career challenge should apply immediately.



Develop, implement, and maintain quality assurance policies, procedures, and internal directives in accordance with Generally Accepted Government Auditing Standards (GAGAS) and CIGIE.

Prepare summaries of audit, inspection, and investigation findings and activities for the semi-annual report to Congress and the GPO Director. Identify oversight issues based on research of agency budgets, congressional testimony, agency reports, press releases, external reports, and other sources of information and make recommendations as needed.

**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.
- **SF-50, Notification of Personnel Action:** To be considered for this position, you must be a current or former Federal employee, at GS-13 (or equivalent) or GS-14 (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.
- **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.
- **Cover Letter:** A cover letter is required. Please include a brief synopsis of how you meet the major duties.

**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
- Incumbent is required to be screened under the civilian drug abuse testing program.

**TIME-IN-GRADE REQUIREMENTS:** Applicants must be currently serving at or above the equivalent grade level of Federal service (GS-13 or 14) and completed the one year probationary period to qualify for this position.

**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 does not apply during the COVID-19 Pandemic). 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:** Please submit package with the materials listed in the "Qualifications" section above, to: Nathan Deahl, Deputy Inspector General at [ndeahl@gpo.gov](mailto:ndeahl@gpo.gov).