



PANDEMIC RESPONSE

ACCOUNTABILITY COMMITTEE

May 19, 2020

Seeking Executive/Senior Leader Detailee to Serve as Acting Chief Information Officer

On March 27, 2020 President Trump signed into law the Coronavirus Aid, Relief, and Economy Security (CARES) Act, providing \$1.9 trillion in relief to America's workers, families, businesses, state and local governments, and others to address the COVID-19 outbreak and its impact on the economy and public health. The CARES Act also created the Pandemic Response Accountability Committee (PRAC) to conduct and coordinate independent oversight of the funds provided in the CARES Act and related legislation to address the federal government's pandemic response and recovery efforts.

The PRAC is seeking a highly qualified individual to fill an immediate need as acting Chief Information Officer (CIO) on a reimbursable detail basis to assist us in our critical mission of developing and maintaining a user friendly, public-facing website to foster greater accountability and transparency in the use of covered funds and the Coronavirus response. More information regarding this position is provided in the attached announcement.

I thank you for your interest in promoting good government and public trust.

Robert A. Westbrook

Robert A. Westbrook
Executive Director

Reimbursable Detail Opportunity
Acting Chief Information Officer
Pandemic Response Accountability Committee
May 19, 2020

Introduction

The Pandemic Response Accountability Committee is seeking a highly qualified professional who can serve a minimum of 120 days on an immediate reimbursable detail as acting Chief Information Officer (CIO) and who will assist the PRAC in standing up its CIO function.

The CARES Act created the Pandemic Response Accountability Committee (PRAC), composed of federal Offices of Inspector General to "promote transparency and conduct and support oversight of covered funds and the Coronavirus response to (1) prevent and detect fraud, waste, abuse, and mismanagement; and (2) mitigate major risks that cut across program and agency boundaries." The PRAC is currently overseeing about \$2.4 trillion in federal spending. Rather than a stand-alone organization, the PRAC is a Committee of the Council of the Inspectors General on Integrity and Efficiency (CIGIE), an independent entity established within the executive branch by the Inspector General Act of 1978, as amended, that includes the 75 statutorily created federal Inspectors General with a mission to address integrity, economy, and effectiveness issues that transcend individual government agencies.

The CIO is the principal advisor to the PRAC Executive Director regarding the application of information technology to support and improve PRAC business processes. The CIO directs the development, implementation, maintenance, enhancement, and operational information technology plans.

The CIO leads the planning, design, implementation, and maintenance of all PRAC websites and web applications in coordination with the Executive Director, PRAC senior leadership, and other stakeholders. The CIO works very closely with the PRAC's Chief Data Officer (CDO) on consuming data from a variety of sources, analyzing it, and displaying it for the general public's use.

The CIO receives general direction from the Executive Director and other members of the PRAC senior leadership team. The incumbent is responsible for defining technical issues, researching problems, and developing technology solutions for the PRAC. The CIO provides senior-level technical leadership and direction for the PRAC's enterprise-wide technical environment including: logical and physical data architectures, server architectures, system software, data management services, data interchange services, software architectures, network services and telecommunications, information security architectures, configuration management, quality assurance, and information technology risk management.

Major Duties

The incumbent is responsible for carrying out work assignments, resolving most conflicts as they arise, integrating and coordinating the work of others if necessary, interpreting, interpolating, developing and implementing policy, procedures, and standards.

The incumbent applies the principles, theories, and techniques of computer science, software engineering and design, system design, and information engineering to research, develop, identify, and infuse new methodologies and technologies into the PRAC's technical environment. Serves as expert advisor and provides technical leadership for broad and complex programs and systems. The incumbent uses a high degree of technical competence, imagination and creativity in fashioning solutions to problems for which there can often be a partial or complete absence of applicable guidelines, pertinent literature, and methodology.

More specifically, the CIO:

1. Serves as the key advisor to the Executive Director and PRAC senior leadership on the development of short- and long-range IT plans for all elements of the enterprise-wide technical environment. Provides technical advice and guidance to other organizational units in planning for the implementation of new or upgraded technology services.
2. Responsible for developing guidance, policy, and standards for the development of PRAC solution architectures.
3. Responsible for leading the planning, design, implementation, and maintenance of all PRAC websites and web applications.
4. Responsible for coordinating with information technology project managers and system developers to ensure solution architectures are developed in accordance with PRAC policies and guidance.
5. Responsible for developing plans that maximize performance while minimizing the cost of PRAC information technology infrastructure including all computing and network systems and operations.
6. Coordinates effectively with the Executive Director and PRAC senior leadership to provide technical solutions and guidance on all facets of information technology, including overseeing the development and implementation of solicitations, agreements, and contracts for information technology services and solutions.
7. Responsible for the analysis and documentation of system environments, such as network communications, nodes, operating systems, applications, application servers, web servers, and application interfaces.

8. Works professionally and cooperatively with functional and technical leaders and technology specialists to ensure coordination of processes, technologies, and data in support of enterprise technologies.
9. Works closely with the Executive Director to coordinate technical activities between the PRAC and Council of the Inspectors General on Integrity and Efficiency (CIGIE) as required.
10. Coordinates closely with the PRAC's Chief Data Officer (CDO) on consuming data from a variety of sources, analyzing it, and displaying it for the general public's use.
11. Ensures that all data displayed on PRAC websites and web applications is available for general public download in common file specifications.
12. Serves as a catalyst for incorporating new technologies and methodologies into PRAC's information systems and business processes.
13. Researches complex automated processes as the relate to and may be applied in the development of automated information systems.

Qualification Requirements

Experience: Demonstrated executive/senior leadership experience in coordinating the efforts of a wide array of IT specialists, IT architects, solution engineers, application and systems developers, data management specialists, both within the CIO function and from outside sources, in order to develop, implement, maintain, and advance an organization's IT infrastructure and services.

How to Apply

For immediate consideration, please email a cover letter summarizing your qualifications and a resume to prac_jobs@cigie.gov, with the subject line: Acting CIO Detail.