

## UNITED STATES CAPITOL POLICE

### INSPECTOR GENERAL

#### General Position Information

Job Title: Inspector General

Salary: \$211,100

Vacancy Open Period: October 18, 2023 – November 15, 2023

Service: Excepted

Appointment Type: Term / 5 years with the ability to renew to a maximum of 15 years.

Duty Location: Washington, DC

Security Clearance: Top Secret

Who May Apply: Open to the Public

#### Summary:

The United States Capitol Police (USCP) is a federal law enforcement agency in the legislative branch of the government. The USCP safeguards the U.S. Congress, the legislative process, Members of Congress, employees, visitors and facilities. The USCP protects and secures Congress so it can fulfill its constitutional and legislative responsibilities in a safe, secure and open environment.

The Inspector General of the USCP (the Inspector General) is charged with improving the operations of the USCP, including by identifying and combating waste, fraud and abuse in the USCP and its programs. The Inspector General investigates the actions and policies of the USCP to determine where there is room for improvement. In addition, the incumbent will investigate complaints or allegations of wrongdoing or misconduct by employees and contractors that involve or give rise to waste, fraud and abuse within the programs and operations of the USCP. The position is responsible for conducting and supervising audits and investigations relating to financial and compliance programs and operations of the USCP; for providing leadership, coordination and policy recommendations to promote economy, efficiency and effectiveness; and to prevent and detect fraud and abuse in the administration of those programs and operations.

The Inspector General is appointed by and operates under the general supervision of the Capitol Police Board and is located in the USCP Office of Inspector General. See Section 1004 of P.L. 109-55 (2 U.S.C. § 1909). The Inspector General reports to the Capitol Police Board, and reports findings as appropriate to it, to the Chief of Police, and to the Congress on a semi-annual basis or more often as necessary. Work may be self-initiated, in response to reports or requests of the Chief of Police or any other employee, or in response to directives from Congress or the Capitol Police Board. The incumbent will assume jurisdiction or control of those investigations and inspections that are within the Inspector General's statutory purview, when appropriate. The Inspector General supervises a staff of analysts and auditors with experience in auditing, investigations, evaluations, inspections, and other backgrounds as the Inspector General shall deem relevant to programs under review.

This position does not possess law enforcement authority.

Duties and Responsibilities include, but are not limited to the following:

- Receives and investigates complaints or information from employees of the USCP concerning the possible existence of an activity constituting a violation of laws, rules or regulations or mismanagement, fraud, waste of funds or abuse of authority while maintaining confidentiality of reporting employee(s). Performs assignments independently and oversees the work of staff analysts. Conducts surveys of the activities to be audited and prepares and updates audit procedures to be used in the performance of the audit.
- Directs, administers, and conducts special reviews and surveys that can lead to major modifications or important extensions of current auditing practices and resolve key issues. Advises on audit trends, internal controls and program weaknesses that need to be considered to ensure compliance with legislative and organizational mandates. Develops an annual audit plan and formal audit resolution process for the overall program.
- Direct the staff of the Office of the Inspector General as they conduct, supervise, and coordinate audits, investigations, evaluations, inspections, and reviews relating to the programs and operations of the USCP. These managerial responsibilities require extensive interpretation of many different and unrelated program processes and methods such as interpretations of original legislative or judicial intent and advice on revisions to existing policies, and programs to meet requirements. Recommends long-range program plans, goals, objectives, and milestones, which serve as the basis for substantive changes in the organization and administration of programs affecting a large portion of the USCP workforce.
- Performs both investigation and audit functions. Plans and directs the audit activities of the agency and is responsible for an effective internal audit policy for ensuring the timely completion of all audits in accordance with the General Accountability Office (GAO) (especially the *Yellow Book*), the American Institute of Certified Public Accountants, the Institute of Internal Auditors standards and the Council of the Inspectors General on Integrity and Efficiency (CIGIE) and its predecessor organization investigation standards (the *Blue Book* and *Silver Book*).
- Conducts and/or directs comprehensive financial, programs and operational type audits of the various components of USCP's operations, including administrative, fiscal and other related activities, and of the pertinent books and records of outside contractors who have contracts with the USCP.
- Reviews and investigates whether operations are properly conducted and whether reporting is fairly presented, whether resources are economically and efficiently presented, whether desired results are effectively achieved, and whether established objectives are effectively met.
- Serves as an expert consultant to the Capitol Police Board and to the Chief of Police on the most challenging program management issues. Provides advice and guidance on undefined issues and elements for programs essential to the USCP's mission. Consults with all levels of management, other federal and state agencies, and commercial organizations about topics relevant to the operation of the USCP and the application of industry best practices and standards.

- Keeps the Capitol Police Board and Chief of Police properly informed about potential and actual fraud and other serious problems, abuses and deficiencies relating to the administration of programs and operations administered or financed by the USCP; of semi-annual reporting requirements imposed by the Congress; and, on recommendations for corrective action concerning such problems, abuses and deficiencies and the progress made in implementing corrective action.
- Reviews existing and proposed legislation and regulations relating to USCP programs and operations to determine the impact of such legislation or regulations on economy and efficiency in the administration, prevention, and detection of fraud and abuse in such programs and operations.

This position is a 5-year appointment with the ability to renew.

#### MINIMUM REQUIREMENTS:

The incumbent must meet the following requirements:

- Be a United States citizen.
- Successfully complete a background investigation.
- Have or be able to obtain and maintain a Top Secret security clearance.

#### QUALIFYING EXPERIENCE:

- 15 years of experience in an office of the inspector general (federal preferred) or in a similar auditing, evaluating, or investigating role, OR 15 years of law enforcement experience OR a combination of both Inspector General and law enforcement experience;
- Thorough understanding of auditing and accounting principles, theories and techniques—including those of the U.S. Government Accountability Office, American Institute of Certified Public Accountants, Institute of Internal Auditors, and the Council of the Inspectors General on Integrity and Efficiency—and the ability to exercise good judgment in applying this knowledge realistically to factual and hypothetical situations;
- Detailed understanding of the GAO Government Auditing Standards (the *Yellow Book*), the CIGIE Quality Standards for Inspection and Evaluation (the *Blue Book*), and the CIGIE Quality Standards for Federal Offices of Inspector General (the *Silver Book*).
- Extensive experience in conducting investigations and audits (federal preferred), with focus on financial analysis, and extensive knowledge of Federal laws and regulations with focus on fiscal policy (preferably those applicable to the Legislative Branch of the Federal government);
- Ability to make oral and written reports and presentations clearly and concisely as well as to effectively debate and interpret findings, rules, procedures, and regulations; and,
- Must have proven leadership and executive level experience making timely and effective decisions that produce observable results in the areas of organizational accountability, integrity, and ethical performance.

**BASIS OF RATING:** Applicants must address all quality rating factors shown below, in a document that is separate from their resume and is limited to one page per quality rating factor. Individuals not addressing all rating factors may be found ineligible for selection and/or may not receive appropriate credit. Please provide clear, concise examples of education, experience, and/or training that enabled you to meet the requirements of the quality rating factors described below. In addition, attendance and disciplinary records, performance evaluations, and supervisory comments may be used to further evaluate and determine suitability for selection.

**QUALITY RATING FACTORS:** Applications that meet the minimum requirements will be further evaluated based on the following quality rating factors for this position:

- Knowledge of the application of federal laws, rules, and regulations pertaining to, and the conducting of audits of, human capital management, budget development, procurement, financial management processes, and information security;
- Demonstrated expert ability in accounting, auditing, financial analysis, law, management analysis, public administration, and/or investigations, including experience successfully applying standards including but not limited to the GAO *Yellow Book* and CIGIE *Blue Book* and *Silver Book*;
- Ability to make timely and effective decisions that produce observable results in the areas of organizational accountability, integrity, and ethical performance;
- Ability to develop and implement an organizational vision that integrates key program goals, priorities, values, and other factors while balancing continuity of operations within an ever-changing environment;
- Knowledge of the operations of law enforcement, protective, and/or security organizations; and,
- Demonstrated ability to lead people, build coalitions, and lead change management.

**APPLICATION PROCEDURE:** Qualified candidates should submit a cover letter, resume, and supplemental documents addressing the Quality Rating Factors above, to [USCP\\_IG.vacancy@mail.house.gov](mailto:USCP_IG.vacancy@mail.house.gov) and reference "Inspector General" in the subject line of the email. The complete application package must be received by 11:59 p.m. (EST) on November 15, 2023, in order to receive consideration.

**PAY AND BENEFITS:** This position is within the Legislative Branch of the Federal government; it is not a general schedule (GS) position. Employees are covered by the same benefits as other branches of the Federal government with regards to health and life insurance, retirement and Thrift Savings Plan, disability, leave program, paid holidays, etc. Upon receipt of proper certification, sick leave balances will be transferred from other branches of the Federal government. While previous creditable federal service is used to determine the appropriate leave category, annual leave balances are not transferable. This position is exempt from the Fair Labor Standards Act overtime provisions and is not included in the collective bargaining unit.

**APPLICANT EXPENSES:** Expenses relating to travel or incidentals for interviews or relocation, if any, are the responsibility of the candidate.

**EQUAL OPPORTUNITY EMPLOYER:** The USCP is an equal opportunity employer in accordance with applicable federal laws, rules, and regulations pertaining to the U.S. House of Representatives and U.S. Senate. The USCP 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 factors.

**REASONABLE ACCOMMODATION POLICY:**

The USCP will provide reasonable accommodation to applicants with disabilities where appropriate, including to apply for this position, to perform the essential job duties or to gain access to the workplace, and to receive equal access to benefits, such as details, training, and office-sponsored events.