



KORN FERRY

Confidential Position Specification

# **United States Postal Service**

**Inspector General**

June 2016

## CONFIDENTIAL POSITION SPECIFICATION

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<b>Position</b>	Inspector General
<b>Organization</b>	United States Postal Service
<b>Location</b>	Arlington, Virginia
<b>Reporting Relationship</b>	Reports to the Board of Governors of the United States Postal Service
<b>Website</b>	<a href="http://www.usps.com">www.usps.com</a>

## ORGANIZATIONAL BACKGROUND

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The OIG plays a key role in maintaining the integrity and accountability of America's postal service, its revenue and assets, and its employees. With almost \$68 billion in revenue, the Postal Service is at the core of a more than \$1.3 trillion mailing industry that employs more than 8 million people. The nearly 487,000 employees of the Postal Service compose one of the largest civilian federal workforce in the country.

Delivering more than 155.4 billion pieces of mail yearly to 154 million delivery points and operating 31,000 postal facilities, America's postal system is one of the government's most trusted entities. The USPS OIG, an independent agency within the Postal Service under the general supervision of nine presidentially appointed governors, employs more than 1,125 auditors, investigators, and professional support personnel stationed in more than 100 offices to meet the challenge of preserving this trust.

The OIG achieves its mission of helping maintain confidence in the postal system and improving the Postal Service's bottom line through independent audits and investigations. Audits of postal programs and operations help to determine whether the programs and operations are efficient and cost-effective. Investigations help prevent and detect fraud, waste, and misconduct and have a deterrent effect on postal crimes.

## INSPECTOR GENERAL ACT

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The Office of Inspector General (OIG) of the U.S. Postal Service (USPS) is authorized by the Inspector General Act (Act), 5 U.S.C. App. 3. The Inspector General, who is independent of postal management, is appointed by the Presidentially appointed USPS Governors for a term of seven years, and reports directly to the Governors.

The OIG has the authority to conduct audits and investigations; take sworn statements; and issue subpoenas. The primary purpose of the OIG is to prevent, detect and report fraud, waste and program abuse, and to promote the general efficiency and effectiveness of the programs and operations of the Postal Service. The OIG has "oversight" responsibility for all audit and

investigation activities of the Postal Inspection Service—a major federal law enforcement agency.

The Inspector General Act of 1978, as amended, (the “IG Act”) created Offices of Inspector General (OIGs), for several Federal agencies and Designated Federal Entities.

The mission of the OIGs, as spelled out in the Act, is to:

- Conduct and supervise independent and objective audits and investigations relating to their agency’s or entity’s programs and operations.
- Provide leadership and coordination, and recommend policies for activities designed to:
  - Promote economy, effectiveness and efficiency within the agency or entity and
  - Prevent and detect fraud, waste and abuse in agency or entity programs and operations.
- Provide a means for keeping the head of the agency or entity and Congress fully and currently informed about problems and deficiencies relating to the administration of agency or entity programs and operations, and the necessity for and progress of, corrective action.
- Review and make recommendations regarding existing and proposed legislation and regulations relating to agency or entity programs and operations.

To ensure objectivity, the IG Act empowers IGs with:

- Independence to determine what reviews to perform.
- Access to all information available to the agency or entity.
- Authority to require by subpoena the production of all information and tangible items necessary in the performance of the functions assigned by the IG Act.
- Authority to select, appoint and employ OIG personnel.
- Authority to publish findings and recommendations based on the reviews.

## **KEY RESPONSIBILITIES**

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Reporting to the Governors of the United States Postal Service, the Inspector General leads an organization responsible for audits and investigations of Postal Service programs and operations. Under the direction of the Inspector General, the Office of Inspector General has direct responsibility for:

- Leading an organization with a budget of over \$240 million and a team of 1140.
- Auditing the economy and efficiency with which programs and operations are administered, and identifying specific management actions to improve economy and efficiency on these programs;
- Investigating fraud, waste and abuse, and identifying specific management actions to prevent fraud, waste and abuse;
- Referring for prosecution participants in fraud and abuse;
- Working with other federal agencies, state and local governments, and nongovernmental agencies respecting the prevention and detection of fraud and abuse in the Postal Service and identification and prosecution of participants in such fraud and abuse;
- Reviewing legislation and regulations and recommending policies and programs to

- improve efficiency and to prevent fraud, waste and abuse; and
- Keeping the Governors of USPS and Congress informed about problems related to USPS programs and operations and corrective actions needed and undertaken.

Additionally, the Inspector General advises the Governors and the Congress regarding the status of major audits and investigations; progress made in implementing corrective actions and policy recommendations; and the impact of legislation or regulations on the economical and efficient administration of Postal Service programs and operations and on the prevention of waste, fraud and abuse.

## **PROFESSIONAL EXPERIENCE/QUALIFICATIONS**

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The new Inspector General will be an exceptional leader who demonstrates the highest standards of professionalism, ethics, and integrity. The successful candidate will be of strategic mindset, with strong team-building skills, superb communications abilities, and with the courage and determination required to motivate teams, confront issues, and make decisions. Simultaneously, the successful candidate will be skilled at maintaining strong relationships with members of the executive team, and possess a high degree of public relations acumen and sensitivity. Demonstrated ability to handle complex issues, and strong leadership skills will be among the chief characteristics considered.

The successful candidate will be a seasoned leader with a successful, proven track record in managing all activities of an office that is responsible for a wide variety of complex and sensitive assignments. S/he will have had a successful track record leading an organization of similar size and scope. Although it is not required that the candidate have prior experience in the U.S. Government, candidates need to understand how large, complex organizations work. An ability to work effectively with top management officials while maintaining independence is required. Throughout his/her career, the candidate will have demonstrated ability in a number of the following areas: accounting, auditing, financial analysis, law, management analysis, public administration, and investigations.

Essential prerequisites for the position include: effective personnel management, cultivation of an equal opportunity climate, and the capability to clearly identify and justify staffing, capital, technology, information, and other resource requirements.

Additionally, the qualified candidate will have demonstrated ability to:

- Provide policy direction for the conduct, supervision, and coordination of audits, investigations or similar activities;
- Report results of audits and investigations fairly and impartially;
- Develop strategic plans to achieve the goals and objectives of the Office of the Inspector General;
- Evaluate and make recommendations concerning the impact of existing and proposed legislation and regulations on the economical and efficient administration of Postal Service programs and operations.

## **EDUCATION**

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An undergraduate degree is required; JD or CPA is preferred.

## COMPENSATION

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By statute, the Inspector General of the Postal Service shall, for pay and all other purposes, be classified at a grade, level, or rank designation, as the case may be, at or above those of a majority of the senior level executives of the Postal Service. The pay of the USPS Inspector General is not less than the average total compensation (including bonuses) of the senior level executives calculated on an annual basis.

Due to these provisions, compensation varies annually and may increase or decrease in any given year. In 2016, the pay of the Inspector General was \$253,222.

## KORN FERRY CONTACTS

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**Charles Ingersoll**  
Senior Client Partner  
1700 K Street, NW, Suite 700  
Washington, DC 20006  
(202) 955-0947  
[charles.ingersoll@kornferry.com](mailto:charles.ingersoll@kornferry.com)

**Martha Miller**  
Managing Associate  
1700 K Street, NW, Suite 700  
Washington, DC 20006  
(202) 955-0914  
[martha.miller@kornferry.com](mailto:martha.miller@kornferry.com)