

OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES
VACANCY ANNOUNCEMENT
IG-21-01 IS

Number: IG-21-01 IS
Location: Washington, D.C.

POSITION: Auditor, Information Systems Audits

OPENING DATE: August 13, 2021
CLOSING DATE: September 10, 2021

SALARY: \$104,167 - \$139,659*
*Commensurate with qualifications and experience

GRADE: HS-10 or HS-11 (House Pay Schedule)
*Commensurate with qualifications and experience

Type of Appointment: Full-time, Permanent, Excepted Service

Area of Consideration: All Sources **FLSA Category:** Exempt

Security Clearance: Secret (min. required)

Job Summary: Responsible for the day-to-day accomplishment of assigned audit tasks required in evaluating information systems activities of the U.S. House of Representatives (House). All work is performed in compliance with the Office of Inspector General (OIG) Policies and Procedures Manual and appropriate professional standards. All duties are to be performed in the highest ethical manner, while exhibiting the OIG Core Values of *Integrity*, *Excellence*, and *Innovation*.

Major Duties:

- Plan and perform audit objectives for information systems audits of general and application controls, data integrity, system development lifecycle, acquisitions, and information resources management.
- Configure and run audit tools, such as scanning software and operating system scripts to test systems for vulnerabilities; analyze the data produced; and translate that data into validated audit issues.
- Perform assigned audit tasks including, collecting and analyzing relevant documents/data and performing complex analysis to identify potential audit issues, causes, and solutions.
- Assess the risk and significance to House systems/operations of issues identified from assigned audit objectives.
- Conduct meetings, interviews, and briefings.
- Produce work products to include audit work papers and briefing documents.

- Brief team lead and supervisors on work performed, audit issues identified, and any unexpected delays or problems.
- Identify potential audit areas for the IS Division as part of the annual audit planning process and write corresponding fact sheets.
- Contribute to improving the IS Division and the OIG office through efforts such as identifying and implementing new or improved processes, techniques, and tools as well as sharing knowledge and providing assistance.

Requirements of the Position and Additional Information:

- An undergraduate degree and 24 semester hours of accounting (may include up to 6 semester hours in business law) **is required.**

NOTE: Candidates meeting all other requirements except the 24 semester hours of accounting may be considered.

- An applicable graduate degree or one professional certification **is also required.** Qualifying certifications include CPA, CIA, CFE, CISA, CISSP, and PMP.
- Extensive experience in and knowledge of:
 - Information systems, including cybersecurity (e.g., cloud security, security operations, and internet of things), systems management, and auditing;
 - Controls within operating systems, database, and application software; and
 - Data analysis, software, tools, and techniques.

Additional experience in:

- Collaboration to facilitate achievement of goals, sharing information, and providing assistance in team efforts;
 - Coordinating and establishing deadlines; and
 - Developing and recommending solutions.
- Knowledge and Abilities including:
 - Knowledge of government auditing standards;
 - Knowledge of risk assessment concepts;
 - Knowledge and understanding of work management concepts;
 - Ability to rarely work non-standard hours, as needed;
 - Ability to switch job priorities quickly and seamlessly;
 - Ability to communicate complex ideas/facts clearly in a well-organized manner and actively listen;
 - Ability to examine situations using facts; draw unbiased conclusions;
 - Ability to display understanding, courtesy, respect, and tact in various interactions; establish and maintain positive working relationships, contribute to organizational effectiveness, and appropriately manage disagreements;
 - Ability to collaborate with others, help others achieve of goals, appropriately share information, and provide assistance in team efforts;

- Ability to apply skills, methods, and tools to gather and analyze data;
 - Ability to follow and execute processes/ procedures required by the OIG Policies and Procedures Manuals;
 - Ability to demonstrate initiative; and
 - Ability to influence others to maximize efforts towards achievement of a goal.
- Must be eligible for and maintain a Secret security clearance.
 - Pre-employment Criminal History Records Check and fingerprinting is required.
 - Drug testing-designated position. Pre-employment drug screening is required.
 - Relocation expenses **will not** be paid.

How Resumes Will Be Ranked:

Candidates whose resumes illustrate they meet the knowledge, experience, education, and professional certification requirements will be given preference.

Benefits of Working at the House of Representatives:

General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans to which other federal employees are entitled. For instance, Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees Life Insurance, Long-term Care Insurance, Flexible Spending Account, etc.

Health Insurance: <https://www.opm.gov/healthcare-insurance/healthcare-plan-information/plans/>

Dental and Vision: <https://www.opm.gov/healthcare-insurance/dental-vision/>

Flexible Spending Accounts: <https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/>

Life Insurance: <https://www.opm.gov/healthcare-insurance/life-insurance/>

Long-term Care: <https://www.opm.gov/healthcare-insurance/long-term-care/>

Thrift Savings Plan: <https://www.tsp.gov/index.html>

Retirement Program: <https://www.opm.gov/retirement-services>

1. Leave accumulation. Prior federal service and work experience in a related field are considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience). All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:
 - Less than 3 years of service/experience = 12 days annual leave per year
 - Between 3 years and 6 years of service/experience = 18 days annual leave per year
 - 6 or more years of service/experience = 24 days annual leave per year
2. Federal Retirement. The U.S. House of Representatives has five federal retirement plans, Civil Service Retirement System (CSRS) and CSRS-Offset, Federal Employee Retirement System (FERS), Federal Employee Retirement System-Revised Annuity Employees (FERS-RAE), or Federal Employee Retirement System-Further Revised Annuity Employees (FERS-FRAE).

3. Student Loan Repayment Program. Employees may be eligible for reimbursement of up to \$10,000 per year (with a maximum of \$80,000 in total) for federally-backed student loans.
4. Gym Membership. House employees are eligible for membership to the House Staff Fitness Center.
5. On-site daycare facility.
6. Flexible work schedule.
7. Eligibility for either free, on-site parking or an amount up to the DOT monthly limit for mass transit benefits.

Work Environment and Physical Demands:

The work is usually performed in an office environment. Overnight travel is rare. The work is primarily sedentary but there may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

APPLICANT INSTRUCTIONS:

- 1) ALL applicants must submit a resume and cover letter, on or before the closing date, that clearly presents the applicant's knowledge, experience, and education to meet the requirements of the position.
- 2) Submit your resume and cover letter via email to OIGResumes@mail.house.gov ONLY. Reference our vacancy number, "IG-21-01 IS", in the Subject Line of your email.
- 3) Do NOT send transcripts, copies of degrees or certifications, references, etc.
- 4) *Do NOT send Veteran's preference documents to OIGResumes.

***FOR VETERAN'S PREFERENCE APPLICANTS ONLY:** Hiring for this position is governed by the Veterans Employment Opportunities Act (VEOA). Applicants who are seeking consideration of veteran's preference should **send a separate email** directly to susan.kozubski@mail.house.gov to request the form and instructions to apply for veteran's preference in the U.S. House of Representatives. Completed veteran's preference form and supporting documentation must be received on or before the closing date of the vacancy announcement. For additional information on the VEOA in the U.S. House of Representatives, please call Susan Kozubski at (202) 225-1133.

What To Expect:

When your resume is received in OIGResumes@mail.house.gov, the email system will generate an automated response acknowledging receipt of your resume. Only applicants selected for an interview will be contacted further.

Do NOT send resumes and cover letters or courtesy copies (cc) to susan.kozubski@mail.house.gov.

This is a Legislative Branch appointment. A current U.S. Federal employee selected for hire from another branch of government (Executive, Judicial) of the U.S. Federal government

must resign from Federal service in their current branch in order to be appointed to a position in the Legislative branch.

Point of Contact: Susan Kozubski, (202) 225-1133

The Office of Inspector General is an Equal Opportunity Employer, and as such is committed to building and maintaining an inclusive and diverse work environment.