

## **The U.S. Government Publishing Office (GPO)**

### **General Position Information**

**Job Title:** Inspector General, GE-1801-00

**Salary:** \$174,450.00

**Position Type:** Excepted service

**Opening Date:** February 4, 2019

**Close Date:** February 19, 2019

**Who May Apply:** Internal and External candidates

**Division:** Inspector General Office

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

**Security Clearance:** Secret

**Relocation Expenses:** No

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview.

**Travel Required:** 0-25%

**Relocation Expenses:** Reimbursement for relocation is discretionary based on availability of funds.

### **Summary**

Government Publishing Office, 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. The GPO is responsible for the production and distribution of information products and services for all three branches of the Federal Government, including U.S. passports for the Department of State as well as the official publications of Congress, the White House, and other Federal agencies in digital and print formats. GPO provides for permanent public access to Federal Government information at no charge through [www.govinfo.gov](http://www.govinfo.gov) and partnerships with approximately 1,140 libraries nationwide participating in the Federal Depository Library Program. Additional information regarding GPO is available at [www.gpo.gov](http://www.gpo.gov).

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### **Responsibilities**

The Inspector General oversees multi-disciplinary staff and support contractors that conduct:

Performance audits that address the efficiency, effectiveness, and economy of the GPO's programs, activities, and functions; provide information to responsible parties to improve public accountability; facilitate oversight and decision making; and initiate corrective actions;

Financial audits that provide an independent assessment of whether agency financial statements are presented fairly in accordance with generally accepted accounting principles;

Evaluations, which are systematic and independent assessments of the design, implementation, and/or results of GPO's operations, programs, or policies;

Investigations based on alleged or suspected fraud, waste, abuse, or gross mismanagement; employee or contractor misconduct; or criminal and civil violations of law that affect the GPO's programs and operations; and also, issue;

Management advisories that enable the OIG to expeditiously report findings of systemic weaknesses or vulnerabilities identified in the course of an audit, investigation or other OIG activity.

### **Qualifications:**

**Executive Core Qualifications (ECQ):** All applicants, unless you are currently and/or have held a Senior Level position, must include a narrative statement, not to exceed 10 pages, with no more than two pages for each of the following qualifications:

1. **LEADING CHANGE** - Ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. **LEADING PEOPLE** - Ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **RESULTS DRIVEN** - Ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. **BUSINESS ACUMEN** - Ability to manage human, financial, and information resources strategically.
5. **BUILDING COALITIONS** - Ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

### **A complete application package must include:**

- **RESUME:**
- **PERFORMANCE EVALUATIONS:** Applicants are required to provide their most recent performance evaluations. A justification is required if the applicant is unable to provide the most recent evaluations.
- **Executive Core Qualifications –**
  - A narrative statement showing how their knowledge and experience relates to the Executive Core Qualifications, unless you are currently and/or have held a Senior Level position, candidate must include a narrative statement, not to exceed 10 pages, with no more than two pages for each qualification.

- **Vacancy Number: 19-021413**

**Note:** All documents should be in Adobe PDF format.

**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

**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, the 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 a 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 Life Balance:**

The GPO offers Transit subsidy for commuters using public transportation (Metro Bus/Rail, MARC, VRE, etc.), Telework, Alternative Work Schedule, AWS.

**Candidate Email Notifications:**

- Receipt email of application package.
- Status of application eligible not eligible due to incomplete application package
- Complete application packages issued to Hiring Official for interview
- Final Selection

**Where to Submit:**

- Complete application package must be sent to: James Ives at [jives@gpo.gov](mailto:jives@gpo.gov) and Dan Mielke at [dmielke@gpo.gov](mailto:dmielke@gpo.gov).