

U.S. GOVERNMENT PUBLISHING OFFICE (GPO)

GENERAL POSITION INFORMATION

Job Title: Assistant Inspector General for Inspections and Program Analysis, PG-343-15

Salary: \$142,701 to \$170,800*

*Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1))

Position Type: Competitive Service

Opening Date: 9/11/2020

Close Date: Remain Open Until Filled

Who May Apply: Open to current Federal, competitive service employees serving at or above grade level GS-15 (or equivalent) and has completed their one year probationary period.

This is a **lateral transfer/re-assignment ONLY**.

Division: Office of the Inspector General

Duty Location: 732 North Capitol St NW, Washington, D.C., within walking distance of Union Station.

Security Clearance: Secret

Telework: Yes as determined by agency/office policy

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: Occasional

SUMMARY

The position is located in the GPO, Office of the Inspector General (OIG), Inspections Division. The OIG helps the GPO effectively carry out its responsibilities by promoting economy, efficiency, and effectiveness in the administration of GPO programs and operations as well as preventing fraud, waste, and abuse. The incumbent of this position is the Assistant Inspector General for Inspections and Program Analysis and in that capacity serves as the principal inspector for the OIG. The incumbent promotes policies and procedures that are in accordance with applicable Inspector General statutes, regulations, and other standards established by the Council of the Inspectors General on Integrity and Efficiency (CIGIE).

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MAJOR DUTIES

This position is responsible for planning, managing, conducting, and reporting on inspections, reviews, and special project evaluations of GPO programs and operations. The incumbent assists the Inspector

General and the Deputy Inspector General in managing all inspectors' and program analysts' work, to include (a) directing workload, (b) coordinating overall policy, plans, requirements, direction, and priorities; (c) managing the administrative functions of the Inspections & Program Analysis Division, to include budget and personnel; and, (d) performing the full range of responsibilities of a supervisory Assistant Inspector General. The incumbent is also responsible for taking concerted action to promote GPO employee and program integrity/efficiency and keeping the Director, GPO informed of any problems and deficiencies relating to the administration of programs and operations. The incumbent represents the IG at briefings, meetings, and conferences. Moreover, the incumbent serves as a technical expert for a wide variety of broad management programs, or operational inspection and analysis assignments requiring integrated analysis of a number of different functional areas. For example, performs complicated trend analyses of significant findings that cross functions, and develops policy recommendations to achieve desired results.

QUALIFICATIONS:

A complete application package must include the following.

- **Resume:** Your resume, or other written form you choose to describe your job-related experiences, is used to verify your qualifications. It is important that your resume reflects the duties and responsibilities under each position you have held with each employer. Please limit to no more than five pages.
- **SF-50, Notification of Personnel Action:** To be considered for this position, you must be a current or former Federal employee, at or above GS-15 (or equivalent) and have completed the one year probationary period. Therefore, you must submit a Notification of Personnel Action (SF-50) showing the highest grade level held in a position for which you are using to qualify. Your SF-50 must also include the Position Title and Series, Step, Salary, Tenure, Position Occupied, and promotion potential (if applicable) to verify your status and eligibility.
- **Performance Evaluations:** Copy of your most recent performance appraisal. If your performance appraisal is not dated **within the last 12 months** or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why it was not obtainable.
- **DD-214:** If you are claiming Veterans' Preference, provide a copy of your DD-214 (Member Copy 4) Certificate of Release or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge.
- **VA Letter and SF 15:** If you are claiming Veterans' Preference based on a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your DD-214 or other proof of entitlement and SF-15, and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later. (Please see Veteran eligibility documentation for more information on Veterans preference in Federal hiring)
- **Cover Letter:** A cover letter is required. Please include a brief synopsis of how you meet the major duties.

Note: All documents should be in Adobe PDF format. Failure to submit required documentation will disqualify you from consideration.

ADDITIONAL 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

Where to Submit:

Complete application package must be sent to: Nathan Deahl, Deputy Inspector General, at ndeahl@gpo.gov.