

The U.S. Government Publishing Office (GPO)

General Position Information

Job Title: Quality Assurance Specialist, PG-1910-14

Salary: \$117,191 to \$152,352 per year

Position Type: Competitive service

Opening Date: August 9, 2019

Close Date: August 26, 2019

Who May Apply: Open to current Federal, competitive service employees serving in grade level of GS-14 positions (or equivalent). This is a lateral transfer/re-assignment ONLY.

Division: Inspector General Office

Duty Location: 732 North Capitol St NW, Washington, DC, 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 travel - You may be expected to travel for this position

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 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.

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Responsibilities

This position is in the Office of Inspector General (OIG) and part of the Government Publishing Office (GPO). The OIG provides wide-ranging support on all phases of Inspector General (IG) oversight to combat fraud, waste and abuse and encourage efficiency and economy. 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).

The primary purpose of the position is to provide expert knowledge of quality control methods, principals and practices related to General Accepted Government Auditing Standards (GAGAS) Audits, CIGIE Evaluations, Inspections and Programs Analysis, and Investigations. The incumbent's responsibilities include leading or supporting projects that are conducted by the OIG and ensuring quality of products and adherence to CIGIE Standards for Investigations, Evaluations and Inspections and Program Analysis, and GAGAS Audits, through Internal Referencing Reviews (IRRs) and the creation of Standard Operating Procedures (SOPs), OIG policies, practices, processes and products. Develops, conducts or arranges for initial training of GPO OIG personnel as new IG and CIGIE guidance is published and provides refresher training, as needed.

Serves as the subject matter expert (SME) for quality control methods, principles and practices including statistical analysis and sampling techniques. Serves as the senior staff Quality Assurance and Compliance Specialist and key advisor responsible for managing GPO OIG quality assurance and compliance programs. As such, develops GPO OIG policies and procedures promulgated in CIGIE standards and Guidebooks. Maintains the GPO OIG quality assurance and compliance program which provides for proofing, assessing and evaluating GPO OIG programs and activities against quality documents.

The incumbent works with representatives of CIGIE and other Inspector General offices to measure and continuously improve quality of GPO OIG programs.

The incumbent is also responsible for implementing and maintaining the systems for indexing, storing, and retrieving GPO OIG SOPs, policies, records, products, and reports. The incumbent is responsible for updating and ensuring GPO OIG SOPs and policies comply with GAGAS and CIGIE guidelines and standards.

Qualifications:

Expert knowledge of quality control methods, principles and practices including statistical analysis and sampling techniques to lead and coordinate quality assurance and compliance reviews and evaluations. Expert knowledge of quality control methods, principles and practices related to IG quality assurance and compliance programs and IG management processes and procedural guidance. Expert knowledge of quality control documents and quality management systems such as government and commercial best practices. Expert knowledge of and skill in applying Lean Six Sigma concepts, principles, methods and practices to conduct quality reviews.

Expert knowledge of statistical process controls and associated diagnostic techniques. Expert knowledge of a wide range of methods, principles and practices frequently related to complex products and directly related to the quality control/quality assurance fields as related to, IG and CIGIE standards and guidelines.

Knowledge of oral and written communication techniques to brief high level government officials, agency directors, and congressional representatives. This knowledge is also used to define problems, analyze alternatives and recommend solutions to assess, production performance, provide quality improvement advice.

Note: This information must be supported in your resume to be considered for this position.

A complete application package must include:

- **RESUME:** Your resume, or other written form you choose to describe your job-related experiences are 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.
- **SF-50, Notification of Personnel Action:** - To be considered for this position, you must be a current or former Federal employee, GS-14 (or equivalent). 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. Failure to submit the information required will result in an ineligible rating under merit promotion procedures.
- **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. Failure to submit required documentation will disqualify you from consideration.
- **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. Failure to provide this information may result in your application not receiving preference.
- **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 as described above; and SF-15, and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later. Failure to provide this documentation may result in your application not receiving preference. (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 specialized experience in your cover letter.

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
- Time in Grade Requirements must be met

TIME-IN-GRADE REQUIREMENTS: Applicants must meet time-in-grade requirements to be considered eligible. Applicants must be currently serving in the equivalent grade level of Federal service (GS-14) to qualify for this position.

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.
- Final Selection.

Where to Submit:

- Complete application package must be sent to: Anthony Febbo (Counsel to the IG) at afebbo@gpo.gov.