



Office of the Inspector General

SOCIAL SECURITY ADMINISTRATION

Professional Development Detail Opportunity – Policy Analyst

March 1, 2021 – The Social Security Administration (SSA), Office of the Inspector General (OIG) is pleased to offer a reimbursable detail opportunity to the Inspector General Community. SSA-OIG is seeking a highly motivated and qualified individual (GS-13 or GS-14) to serve as a Policy Analyst. This is a 6-month assignment; however, it may be extended depending on the needs of management and the employee's interest and availability. This opportunity will remain open until filled.

Detail Description

The Policy Analyst will be responsible for examining the efficacy of the (1) SSA-OIG Office of Investigation's *Special Agent Handbook (SAH)*, and (2) the SSA-OIG *Administrative Policies and Procedures Manual*. This endeavor will lay the groundwork to ensure that SSA-OIG's policies reflect new systems, processes, law enforcement considerations, and legislation. Generally, the duties of this position include writing, reviewing, amending, and proposing suggestions to the existing policies. The Policy Analyst will also work closely with stakeholders to determine the goals and objectives of policies.

Responsibilities of the Policy Analyst

Some of the more specific responsibilities of this opportunity include (but are not limited to):

- Reviewing and evaluating applicable law enforcement and legislation material;
- Evaluating and determining the benefits and drawbacks of existing SAH and OIG policies;
- Proposing suggestions to improve existing policies;
- Editing, revising, and amending policy drafts as required;
- Liaising with stakeholders to determine needs and goals of policies;
- Gathering data and producing reports on the qualitative and quantitative analyses of OIG policies; and
- Analyzing (1) organizational and technological changes in SSA-OIG, (2) political environment, (3) legislation, and (4) other conditions that may have an effect on OIG policies.

Qualifications for Policy Analyst

Below are qualifications that interested candidates should possess:

- Prior experience in writing, updating, and/or editing policy;
- Working knowledge of legal aspects that affect IG policies;
- General understanding of relevant OIG law enforcement and legal responsibilities;
- Organizational and time-management skills;

- Strong analytical and problem-solving skills;
- Strong verbal and written communication skills;
- Strong interpersonal and social skills; and
- Team player with an ability to contribute to a team environment.

SSA provides equal opportunity for all persons without regard to race, color, age, national origin, religion, gender, disability, sexual orientation, marital status, parental status, political affiliation, or conduct not adversely affecting employee performance.

Contact

Interested candidates should provide concurrence from their Agency with their application package. This is a remote Detail to be completed from the selectee's current duty station with possible periodic travel to the SSA/OIG Headquarters location in Woodlawn, MD, as necessary.

HOW TO APPLY:

Please email the following:

- Name;
- Title of current organizational component;
- Permanent position title;
- Grade;
- Length of time in current grade;
- Service computation date;
- Work location; and
- Telephone number.

Your email must also include a statement, no longer than one-page, describing how your job experience relates to the above duties and qualifications. You must also include your résumé and a copy of your most recent performance appraisal.

Please email the requested information to **OIGHR@ssa.gov**.