



Diversity, Equity, Inclusion, and Accessibility (DEIA) Program

DEIA Program Detail Opportunity

Open Date: June 13, 2022	Close Date: June 24, 2022
Position: DEIA Management and Program Analyst	This position is non-reimbursable. This position is Telework Eligible. External and Internal Candidates may apply.
Duration of Detail: The detail is anticipated to be for a period not-to-exceed four (4) to six (6) months with the possibility of an extension through the end of the calendar year, depending on the status of ongoing projects.	Grade: GS 12/13 The level of duties assigned will be commensurate with the selectee's current grade level.
Office Description Department of Justice – Office of the Inspector General, Management and Planning, DEIA leads the coordination, implementation, and evaluation of the OIG-wide program. This involves using innovative techniques to plan, develop, implement, and review program accomplishments and challenges. Implements long and short-term strategies in accordance with broad agency program policies, objectives and the OIG and DOJ Strategic Plans. Establishes quantitative and qualitative metrics, monitoring and reporting systems to effectively benchmark organizational progress in DEIA issues and initiatives. Develops and tracks strategies to monitor and evaluate the impact and return on program investment. Prepares and submits all reporting requirements for the OIG relating to these programs. Focuses on maintaining DEIA as key priorities by engaging the OIG community in a variety of ways, such as modeling inclusive behavior, committing personnel and other resources to DEIA initiatives, and striving to organize tasks and projects to promote teamwork, collaboration, and inclusion. Promotes an inclusive work environment by supporting the Diversity and Inclusion Committee initiatives.	

Responsibilities

The following OIG-wide duties are included in this position:

- Assist with management and strategic planning, review OIG program goals, objectives, and implement appropriate modifications to align human capital plans for development and implementing a new strategic plan for DEIA.
- Assist with DEIA subcommittees meetings, projects, and events to meet its objectives; and to encourage participation and collaboration
- Design, develop, coordinate, and implement a plan of action and milestone for accountability and tracking.
- Partner with the Office of Training and Development and Human Resources to consult with OIG-wide customers on organizational DEIA needs and implement appropriate solutions.
- Assist with reviewing workforce data analysis, evaluates surveys, and other management advisory techniques to identify, define, and resolve or reduce barriers to DEIA within the OIG.
- Assist with facilitating workshops, focus groups, and teambuilding sessions both virtually and face to face.
- Research strategies and initiatives that will help create and support an OIG-wide learning culture for DEIA.

Core Skills and Abilities

- Experience at the GS 12 level or above managing data, strategic planning and evaluates results of surveys, issues, and deficiencies and makes recommendations on corrections for short and long-term improvement of organizational programs or policies
- Experience at the GS 12 level or above designing, preparing, and delivering reports or recommendations to address key issues and initiatives
- Experience analyzing, designing, developing, implementing, and evaluating program effectiveness
- Ability to communicate orally and in writing to convey complex, technical information, analyses, findings, and recommendations to various audiences
- Excellent analytical, problem-solving, collaborative, customer service, and liaison skills

Location

Due to current circumstances, the location will be remote but may change depending on DOJ guidance.

Eligibility

- All current competitive federal government GS-12/13 grade level employees
- At least one year in the federal government
- Must have proven experience in the core skills and abilities listed above

This is not a detail to higher graded duties. While on detail, the employee will remain in his/her position of record for all pay and benefits purposes.

Selection for this position is based on the needs of the OIG and without regard to sex, race, creed, color, national origin, religion, age, marital status, disability, sexual orientation, sexual identity, membership or non-membership in an employee organization, political affiliation, or on the basis of personal favoritism.

Applicant Instructions

The following are the requirements to apply for the OIG Detail position:

- Obtain approval from your immediate supervisor
- Attach your current resume
- Provide a one-page statement of interest of how your work experiences, educational credentials, volunteer work, or other professional experiences illustrate that you have the core skills and/or abilities in this announcement. *(Pages over one-page will not be considered.)*
- Provide a recent work product that demonstrates your ability to communicate effectively to an audience (e.g. white paper, PPT presentation, memorandum, etc.)
- Desired length of the detail (must be a minimum of 4 months)
- Email your completed application packet to **Shanita.Wilkins@usdoj.gov** by close of business (5:00 pm) on **June 24, 2022** with the heading "DEIA Detail."

Thank you for your interest!