

Experienced Procurement and Employment Attorney

About the Office

The Office of Inspector General (OIG) supports the mission of the Department of Health & Human Services (HHS) in protecting the health of Americans and providing essential human services. OIG's 1,600 dedicated professionals promote the economy, efficiency, and effectiveness of HHS programs such as Medicare, Medicaid, and Head Start. The integrity of these programs is evaluated for success, and any fraud, waste or abuse is addressed by OIG. With a staff of more than 75 professionals, the Office of Counsel to the Inspector General (OCIG) provides all legal services for OIG. The office is divided into three branches: Administrative and Civil Remedies, Advice, and Industry Guidance. This announcement is for a vacancy in the Advice Branch. The Advice Branch provides day-to-day legal counsel and representation to OIG on a broad array of issues arising in the exercise of OIG's responsibilities. Advice Branch attorneys serving in this "in-house counsel" role handle a wide range of topics, including employment issues, internal inquiries, ethics, information disclosure and privacy, contracts, constitutional tort claims, subpoenas, law enforcement questions, the scope and exercise of the Inspector General's authorities and responsibilities, budget and appropriations, and legal reviews of audits, evaluations and other written products created by other OIG components.

Job Description

OIG is seeking an experienced attorney to serve in the employment group of the Advice Branch. This is an excepted service position. The duties of the position focus primarily on providing advice and litigation support for employment and procurement related matters. The applicant selected for this position will represent OIG in administrative, employment litigation before the Equal Employment Opportunity Commission (EEOC) and the Merit Systems Protection Board (MSPB). If a civil complaint is filed in any Federal court, the attorney will serve as OIG legal point of contact for the case and will work closely with the Assistant United States Attorney (AUSA) assigned to the case. Further, the attorney will provide advice and counsel to OIG management on a full range of Federal sector employment issues, including advising management with respect to performance and disciplinary matters.

The attorney will also provide legal advice and litigation support for a full range of procurement matters, including but not limited to, assisting with acquisition planning, legal review of contract actions, contract awards, bid protests, contract administration, contract payment issues and disputes as well as contractor performance issues.

The attorney may also be called upon to support work of other components of OIG, including providing advice and counsel to auditors, evaluators, and investigators on employment or procurement related reviews. The attorney may be asked to manage and/or lead internal inquiries concerning employee

misconduct or other matters. The attorney may also be engaged in developing internal policies and procedures for employment, procurement or other OIG operational matters. The attorney may also work on other health care and non-health care matters related to OIG operations and oversight responsibilities.

Qualifications

Applicants must be graduates of a full course of study in a School of Law accredited by the American Bar Association and be a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Applicants must have at least three years of experience advising on and litigating employment and procurement related matters, with exceptional writing skills, and a desire to work collaboratively with clients throughout OIG.

Applicants must also be U.S. citizens.

Salary

This position is being advertised at the GS 13/14/15 levels. OIG will determine salary based on the applicant's years of experience, qualifications, and current salary.

Travel

Occasional travel to OIG regional and field offices and to represent OIG in litigation matters, training, internal inquiries, etc. will be required.

Location/Relocation expenses

This position is located in Washington, DC. Relocation expenses will not be paid.

Application Process

Interested candidates should send a resume and writing sample to Advice.Resumes@oig.hhs.gov. Please reference the announcement number, Advice Branch Announcement #2, in your email.

Application Deadline

This announcement will be open until 11:59 p.m. on Friday, March 27, 2015. Applications must be submitted by that time in order to be considered.

OIG Employment Policies

For male applicants born after December 31, 1959, the applicant must have registered with Selective Service.

The applicant must submit to and pass a background investigation.

OIG is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, on the basis of personal favoritism, or any non-merit factor. OIG welcomes and encourages applications from persons with disabilities. OIG is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, OIG considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must indicate their preference in their cover letter or resume and they must submit supporting documentation (e.g., DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) which verifies their eligibility for preference. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, http://www.opm.gov/forms/pdf_fill/sf15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of non-service-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).