

**Federal Election Commission
Office of the Inspector General (OIG)
Detail Opportunity: Management and Program Analyst (GS-13)**

We are pleased to offer a reimbursable detail opportunity to the Inspector General Community. The Federal Election Commission (FEC) OIG is seeking a highly motivated and qualified individual to serve as a Management and Program Analyst (GS-0343-13) to assist the OIG with updating its Inspections and Evaluations Program. This is a six-month remote/telework assignment open to current federal employees; 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 with an anticipated detail timeframe of April through September 2023.

DETAIL DESCRIPTION

Updates the FEC OIG Inspections and Evaluations Program, including guidance, manual(s), and standard operating procedures. Conducts evaluations, inspections, special projects and assessments of the FEC in order to enhance effectiveness and efficiency.

GENERAL POSITION INFORMATION

Duty Location: Remote/telework

Required Security Clearance: None

Telework Eligible: Yes, as determined by office policy

Travel Required: Occasional

Duration: 6 months with the option of extending (approximately April through September 2023)

MAJOR DUTIES

- Reviews and updates existing FEC OIG guidance concerning inspections and evaluations consistent with Blue Book and other standards.
- Performs team-based inspections to examine operational problems and achieve maximum effectiveness in established programs.
- Conducts interviews with FEC officials at all levels and participates in meetings and conferences to discuss evaluation findings, follow-up plans and implementation of recommendations.
- Maintains familiarity with current CIGIE trends, programs, and standards.
- Develops working papers and summaries which support findings and conclusions.
- Writes and edits materials that are complex or controversial, and read by a diverse audience.
- Reviews and prepares work papers, support documents and draft reports to ensure that inspection/evaluation reports are accurate, thorough, and conforms to OIG standards for inspections and evaluations.
- Follows OIG and CIGIE guidelines for content, presentation, and organization, or makes suggestions for change as appropriate.
- Facilitates cooperation and teamwork and supports constructive resolution of conflict.

KNOWLEDGE & SKILLS

- Knowledge of current CIGIE Blue Book and related inspection/evaluation standards.
- Experience conducting inspections and evaluations for an OIG or similar entity.
- Experience proposing and/or drafting manuals, standard operating procedures, or other guidance.
- Strong written and verbal communication skills.

APPLICATION PACKAGE

- **Cover Letter:** A cover letter is not required but encouraged. Please include a brief synopsis of your experience with the major duties above.
- **Resume:** Describe the experience, duties and responsibilities under each position you have held with each employer and relevant accomplishments, education and training.

WHERE TO SUBMIT: Complete application packages must be sent to Brenda Bowie, Administrative Officer at bbowie@FEC.gov by **March 21, 2023**. Additional candidate screening will follow, to include interviews of highly qualified applicants.