

OFFICE OF INSPECTOR GENERAL  
U.S. HOUSE OF REPRESENTATIVES  
VACANCY ANNOUNCEMENT

**Announcement Number:** IG-22-03 MAS-CIGIE  
**Location:** Washington, D.C.

**POSITION:** Director, Management Advisory Services

**OPENING DATE:** August 1, 2022

**CLOSING DATE:** September 5, 2022

**SALARY:** \$173,630 - \$178,891\*

\*Commensurate with qualifications and experience

**GRADE:** HS-14 (House Pay Schedule)

**Type of Appointment:** Full-time, Permanent, Excepted Service

**Area of Consideration:** All Sources

**FLSA Category:** Exempt

**Security Clearance:** Secret (min. required)

**Job Summary:** Responsible for management and direction of all in-house and contract reviews in evaluating, streamlining, and improving the practices of the U.S. House of Representatives (House) and ensuring that House activities achieve the desired objectives. All work is performed in compliance with the Office of Inspector General (OIG) Policies and Procedures Manual and appropriate professional standards. All duties are performed in the highest ethical manner, while exhibiting the OIG Core Values of Integrity, Excellence, and Innovation.

**Major Duties:**

- Independently plan, direct and control all aspects of management advisories designed to evaluate the effectiveness of business processes, system development, and project management practices. This includes identifying and recommending business process improvements and advising management on meeting objectives using a risk-based approach.
- Identify potential process improvement methodologies and tools to increase the efficiency and effectiveness of advisories.
- Lead, manage, and perform advisories, which may include developing engagement plans, identifying data sources, coordinating access to data, performing complex analysis of documents/data, identifying issues, and assessing the risk and significance of those issues to House systems and operations.
- Lead and conduct meetings, briefings, entrance conferences, and exit conferences.

- Oversee and produce work products to include work papers, briefings, reports, Management Advisory Services (MAS) Division standard operating procedures, testimonies, evaluations, and other OIG administrative documents.
- Communicate issues to OIG senior management and the appropriate stakeholders throughout the engagement, along with the need for corrective actions. Address and resolve conflicts with the appropriate levels of management.
- Develop the MAS Division's risk-based annual work plan.
- Stay apprised of current technologies, issues, and trends relevant to the work plan. Is a subject matter expert for the MAS Division in multiple technical areas.
- Contribute to improving the MAS Division and OIG office through identifying and implementing new and improved processes, techniques, and tools; proposing process changes; facilitating the sharing of knowledge; and providing assistance to the other directorates.
- Manage contractor budget and performance, when applicable.

#### **Requirements of the Position and Additional Information:**

- **Leadership and Management:**
  - Ensure Assistant Directors and division staff are informed of the scope and status of all current projects.
  - Manage MAS Division staff and financial resources across assignments to meet the OIG's and MAS Division's objectives.
  - Provide clear guidance and direction to staff on their assignments, engagement processes, execution, and development.
  - Manage MAS Division staff performance, and in collaboration with Assistant Director(s), recognize and reward staff contributions, address performance issues, and prepare staff evaluations.
  - Manage MAS Division staff development, and in collaboration with Assistant Director(s), create a division-wide plan for training, development, and advancement; ensure individual training and development plans are in place for all MAS Division staff.
  - Identify qualified successors and guide the recruitment of new staff.
- **Education:**
  - An undergraduate degree and 24 semester hours of accounting (may include up to 6 semester hours in business law) **is required.**
  - Must have *either* (i) an applicable graduate degree and one professional certification or (ii) two professional certifications. Qualifying certifications include CPA, CIA, CFE, CISA, CISSP, PMP, and CGFM.

- **Experience:**

Extensive experience and knowledge of management consulting, internal controls, management techniques, business process improvement methodologies, and supporting system development life cycle activities.

Additional experience in:

- Planning, directing, and controlling all aspects of an advisory program.
- Identifying advisory issues and assessing risk and significance.
- Managing staff and financial resources.
- Applying performance management and staff development concepts.

- **Knowledge, Skills, & Abilities:**

- Knowledge of government auditing standards.
- Knowledge of risk assessment and risk management concepts.
- Knowledge of performance management and staff development concepts.
- Work management.
- Ability to work non-standard hours, as needed, and switch job priorities.
- Guide others in overcoming obstacles and appropriate response to changing work situations or priorities.
- Communicate complex ideas/facts clearly in a well-organized manner and actively listen.
- Provide vision and direction for project objectives.
- Ability to display understanding, courtesy, respect, and tact in various interactions; establish and maintain positive working relationships, contribute to organizational effectiveness, and implement conflict management.
- Lead and facilitate collaboration and build team cohesiveness.
- Apply skills, methods, and tools; gather and analyze data.
- Execute processes/procedures required by the OIG Policies and Procedures Manuals and identify and implement process change.
- Manage staff performance and development.
- Motivate staff towards achieving a common goal.
- Inspire team through a shared vision, and create an environment where staff feel valued and fulfilled.

- Pre-employment Criminal History Records Check and fingerprinting is required.
- Drug testing-designated position. Pre-employment drug screening is required.
- Relocation expenses **will not** be paid.

### **How Resumes Will Be Ranked:**

Candidates whose resumes illustrate they meet the knowledge, experience, education, and professional certification requirements will be given preference.

### **Benefits of Working at the House of Representatives:**

General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans to which other federal employees are entitled. For instance, Federal Employees Health Benefits, Flexible Spending Account, Federal Employees Life Insurance, Long-term Care Insurance, Thrift Savings Plan, Federal Retirement Programs, etc.

Health Insurance: <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/>

Dental and Vision: <https://www.opm.gov/healthcare-insurance/dental-vision/>

Flexible Spending Accounts: <https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/>

Life Insurance: <https://www.opm.gov/healthcare-insurance/life-insurance/>

Long-term Care: <https://www.opm.gov/healthcare-insurance/long-term-care/>

Thrift Savings Plan: <https://www.tsp.gov/index.html>

Retirement Program: <https://www.opm.gov/retirement-services>

1. Leave accumulation. Prior federal service and work experience in a related field are considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience). All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:
  - Less than 3 years of service/experience = 12 days annual leave per year
  - Between 3 years and 6 years of service/experience = 18 days annual leave per year
  - 6 or more years of service/experience = 24 days annual leave per year
2. Student Loan Repayment Program. Employees may be eligible for reimbursement of up to \$10,000 per year (with a maximum of \$80,000 in total) for federally-backed student loans.
3. Gym Membership. House employees are eligible for membership to the House Staff Fitness Center.
4. On-site daycare facility.
5. Flexible work schedule.
6. Eligibility for either free, on-site parking or an amount up to the DOT monthly limit for mass transit benefits.

### **Work Environment and Physical Demands:**

The work is usually performed in an office environment. Overnight travel is rare. The work is primarily sedentary but there may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

## APPLICANT INSTRUCTIONS:

- 1) ALL applicants must submit a resume and cover letter, on or before the closing date, that clearly presents the applicant's knowledge, experience, and education to meet the requirements of the position.
- 2) Submit your resume and cover letter via email to [OIGResumes@mail.house.gov](mailto:OIGResumes@mail.house.gov) ONLY. Reference our vacancy number, "IG-22-03 MAS-CIGIE", in the Subject Line of your email.
  - a. Do NOT send transcripts, copies of degrees or certifications, references, etc.
  - b. \*Do NOT send Veteran's preference documents to OIGResumes.

**\*FOR VETERAN'S PREFERENCE APPLICANTS ONLY:** Hiring for this position is governed by the Veterans Employment Opportunities Act (VEOA). Applicants who are seeking consideration of veteran's preference should **send a separate email** directly to [susan.kozubski@mail.house.gov](mailto:susan.kozubski@mail.house.gov) to request the form and instructions to apply for veteran's preference in the U.S. House of Representatives. The completed veteran's preference form and supporting documentation must be received by this office on or before the closing date of the vacancy announcement. For additional information on the VEOA in the U.S. House of Representatives, please call Susan Kozubski at (202) 225-1133.

### What To Expect:

When your email is received in [OIGResumes@mail.house.gov](mailto:OIGResumes@mail.house.gov), the system will generate an automated response acknowledging receipt of your email. Only applicants selected for an interview will be contacted further.

**Do NOT** send resumes and cover letters or courtesy copies (cc) to [susan.kozubski@mail.house.gov](mailto:susan.kozubski@mail.house.gov).

**This is a Legislative Branch appointment.** A current U.S. Federal employee selected for hire from another branch of government (Executive, Judicial) of the U.S. Federal government must resign from Federal service in their current branch in order to be appointed to a position in the Legislative branch.

**Point of Contact:** Susan Kozubski, (202) 225-1133

*The Office of Inspector General is an Equal Opportunity Employer, and as such is committed to building and maintaining an inclusive and diverse work environment.*