

## SOLICITATION OF INTEREST

**TO ALL CURRENT, PERMANENT GS-14 or GS-15 EMPLOYEES**

**Opening Date: November 14, 2022    Closing Date: November 28, 2022**

**LOCATION AND DESCRIPTION OF DETAIL:** The Social Security Administration (SSA), Office of the Inspector General (OIG), Office of Workforce Performance and Development (OWPD), Diversity, Equity, Inclusion, and Accessibility (DEIA) Team, in Woodlawn, Maryland is soliciting statements of interest from current (permanent) GS-14 and GS-15 Federal employees for a not-to-exceed 120-day detail to serve as the SSA OIG Chief DEIA Officer.

OWPD is a new component being established at SSA OIG.

**DUTIES:** The selected incumbent will serve as a GS-14 or GS-15 Chief DEIA Officer and subject matter expert, who will assist the Assistant Inspector General (AIG) for WPD in developing and implementing policies, processes, and operations needed to establish the OWPD and the DEIA Team. The selected incumbent will also perform a variety of coordinative, consultative, liaison, and advisory services that are essential to the efficient and effective operation of OIG's DEIA activities, nationwide. **Please note that this can be a remote assignment completed from the selectee's current duty station.**

**AREA OF SOLICITATION:** Open to qualified, current, permanent, **non-bargaining unit**, GS-14 and GS-15 Federal employees in the OIG community and SSA. This is a lateral detail assignment and may be subject to a reimbursable agreement. A temporary promotion is **not** offered. This is **not** a developmental assignment. The selectee should possess the demonstrated ability to execute most of the duties enumerated below.

**NUMBER OF VACANCIES:** 1

**DUTIES:** In this assignment, the selectee will work with OWPD team members, SSA and SSA OIG stakeholders, and external entities to perform the following duties in a manner that complies with diversity, equity, inclusion, and accessibility (DEIA) principles:

- Coordinates activities related to the establishment and execution of short- and long-range goals in the areas of Barrier Analysis, DEIA, and other special emphasis programs.
- Through the analysis of various reports and administrative data, gathers information, identifies trends and problem areas. Develops and prepares reports as well as recommended courses of action for all OIG components.
- Serves as liaison between management, employee organizations, and other stakeholders on subject matters affecting the agency's special emphasis programs and other DEIA activities.
- Conducts research and plans events and efforts in recognizing and honoring agency commemorative months and observances associated with special emphasis programs, after considering ways to avoid redundancy with SSA or other governmental activities. Works collaboratively with the appropriate personnel throughout OIG to create and present

proposals to the AIG for WPD and other appropriate executives and managers.

- Establishes and leverages relationships with key internal and external stakeholders via benchmarking and collaboration to enhance OIG's DEIA outcomes.
- Develops standard operating procedures for all DEIA team tasks, procedures, and activities.
- Provides assistance, support, advice, and guidance to OIG's DEIA Council, including the Chairs and subcommittees.
- Identifies and prepares templates for all OIG DEIA internal and external reports required by law, rule, regulation, or policy. Recommends reports that will assist OIG executives, managers, and others in identifying management information relevant to DEIA matters within OIG;
- Assists in establishing an OWPD automated help desk designed to respond to customer questions and resolve problems related to OWPD's various workloads;
- Conducts independent analysis and provides expert DEIA advice, guidance, and support to OIG employees;
- Lends expertise to the AIG and other OWPD team members in establishing OWPD's other teams, including the New Employee Onboarding Team, the Performance and Awards Team, and the Training and Professional Development Team.
- Coordinates with SSA's Office of Human Resources (OIG's Servicing Personnel Office) and others, internal and external to OIG, to establish programs and processes, benchmark and document best practices, and obtain other support and resources needed to establish the newly created DEIA Team;
- Monitors and reports progress to the AIG and others on individual and team accomplishments, challenges, and timeframe estimates on completing tasks;
- Addresses inquiries from management officials at all levels for DEIA matters and maintains open communication and a positive working relationship with colleagues and leadership from other components;
- Prepares and presents written reports and briefings on various subjects;
- Establishes processes designed to develop and document standard operating procedures for tasks, activities, and processes; and,
- Other duties as assigned.

**QUALIFICATIONS:** Candidates for the detail must be in good standing and be a permanent GS-14/15 Federal government employee working in the OIG community or SSA. Interested candidates should have:

- Demonstrated knowledge of DEIA principles and their application in the Federal workforce in order to communicate with appropriate stakeholders on workforce analysis and strategic planning activities for OIG's DEIA activities, including the Barrier Analysis and special emphasis programs (required);
- Demonstrated knowledge of analytical techniques, principles, and practices used to gather, assemble, and analyze trends in complex and diverse data, draw conclusions, and compile that information into reports appropriate for management-level review (required);

- Demonstrated knowledge of the concepts, principles, and methods governing the Federal EEO/HR program in order to assist in resolving problems and develop policy, guidelines, and procedures (suggested);
- Demonstrated knowledge and understanding of the President's June 25, 2021, Executive Order on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce, the Council of the Inspectors General on Integrity and Efficiency's DEIA Council materials, and the Federal Agency Annual Equal Employment Opportunity Program Status Report Management Directive (MD) 715 or similar analytical reports to utilize MD-715 as a tool to move the OIG towards becoming a "model agency" as defined by the Equal Employment Office Commission (EEOC) (required);
- Demonstrated knowledge of diversity, equity, inclusion, and accessibility concepts, principles, theories, and methodologies sufficient to provide consultative advice to management relative to incorporating program strategies into operational processes. (required);
- Understanding of a broad range of EEO laws and regulations and the relationship and distinction between EEO laws and diversity, equity, inclusion, and accessibility in order to provide the appropriate focus on DEIA (required);
- Ability to establish and maintain positive working relationships with managers and specialists throughout OIG and with officials in SSA and other government agencies (required);
- Ability to analyze broad and complex program, technical, management, and organization problems and develop efficiencies and ensure compliance with the DEIA framework (required);
- Skill in interpreting and communicating guidelines and regulations in order to present cogent and persuasive arguments for accepting controversial points-of-view and interacting with special interest groups and organizations within and outside OIG to explain program objectives and respond to concerns (suggested);
- Skill in expressing concepts and recommendations clearly, concisely, and effectively, both orally and in writing (required);
- Experience developing or assisting with the development of automated systems (suggested);
- Experience documenting processes and/or creating standard operating procedures (required);
- Experience resolving customer questions and concerns (suggested);
- Excellent oral and written communication skills (i.e., applies plain language and agency writing principles) (required);
- Excellent organizational skills;
- Experience developing written instructions, guidelines, and other material (required);
- Experience working in a fast-paced environment (suggested); and,
- Experience using Microsoft Word, Excel, and/or PowerPoint.

**HOW TO APPLY:** Interested employees must submit, via email, the following information: name, title of your organizational component, permanent position title, permanent grade, the length of time served at current grade, work location, service computation date, and supervisor's name. Your email must also include a statement of interest (not to exceed 2 pages), a résumé/SSA-45, and a copy of your most recent performance appraisal.

Please email the requested information to [ois.details@ssa.gov](mailto:ois.details@ssa.gov) by **Close of Business November 28, 2022**.

\*Please note that although the Detail period is not to exceed 120 days, at any point during that period, either the manager or the Detailee may request that the detail end prior to the last day. The employee will be returned to his or her permanent position of record, regardless of the duration of this temporary assignment.

For questions concerning this solicitation, please contact [OIGHR@ssa.gov](mailto:OIGHR@ssa.gov).

*The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, membership in an employee organization, or other non-merit factor.*