

SOLICITATION OF INTEREST

TO ALL CURRENT, PERMANENT GS-14 or 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), Training and Professional Development Team (TPDT), in Woodlawn, Maryland is soliciting for a current (permanent) GS-14 or GS-15 employee for a not-to-exceed 120-day detail to serve as a Training and Professional Development Lead.

OWPD is a new component being established at SSA OIG.

DUTIES: The selected incumbent will serve as a GS-14 or GS-15 TPDT Lead 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 TPDT. The selected incumbent is also responsible for assisting the AIG with identifying, creating, administering, and monitoring a wide variety of training and professional development initiatives, programs, and activities for OIG staff who are geographically dispersed, as well as developing and implementing policies and administrative processes that ensure the effective and efficient operations of OWPD. **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 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 WPD 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:

- Develop a comprehensive employee skills assessment program;
- Develop a comprehensive professional development program, designed to address the differing needs of OIG's workforce;
- Develop a comprehensive training program based on job series and/or individual training needs;
- Coordinate the creation of an interactive, automated application that will process training and professional development requests from beginning-to-end;
- Assist in establishing an OWPD automated help desk process designed to respond to customer questions and resolve problems related to WPD's various workloads;
- Conduct independent analysis and provide expert training and professional development advice, guidance, and support to OIG employees;
- Lend expertise to the AIG and other WPD team members in establishing WPD's other teams, including the New Employee Onboarding Team, the Performance and Awards Team, and the Diversity, Equity, Inclusion, and Accessibility Team.

- Coordinate 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 TPDT;
- Monitor and report progress to the AIG and others on individual and team accomplishments, challenges, and timeframe estimates on completing tasks;
- Address inquiries from management officials at all levels for training and professional development, and maintain open communication and positive working relationships with colleagues, subordinates, and leadership from other components;
- Prepare and present written reports and briefings on various subjects in the curriculum development, job analysis, and training and professional development areas;
- Establish processes designed to develop and document standard operating procedures for all Team tasks, activities, and processes; and,
- Perform other duties as assigned.

QUALIFICATIONS:

Candidates for the detail must be in good standing and be a permanent GS-14/15 employee.

Interested candidates should have:

- Experience in coordinating and executing a full range of training and professional development functions, including identification, creation, and delivery (suggested);
- Experience analyzing and addressing training and/or professional development needs for individuals and groups (required);
- Experience identifying necessary skillsets to accomplish an organizational mission (required);
- Experience in curriculum development, instructional design, or training delivery (required in, at least, one area);
- Experience establishing a new program, office, component, or workflow (suggested);
- Experience assigning tasks to subordinates, tracking progress and performance, and obtaining timely and quality work products (required);
- Experience providing feedback on employee performance (required);
- Experience developing or assisting with the development of automated systems (suggested);
- Experience documenting processes and/or creating standard operating procedures (required);
- Knowledge of DEIA principles (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 (required);
- 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 oig.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 can 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 the temporary assignment.

For questions concerning this solicitation, please contact 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.