

## 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), 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 the Executive Officer for OWPD.

OWPD is a new component being established at SSA OIG.

**DUTIES:** The selected incumbent will serve as a GS-14 or GS-15 Executive Officer (XO) and subject matter expert, who will assist the Assistant Inspector General (AIG) for OWPD in developing and implementing policies, processes, and operations needed to establish the OWPD and its 4 teams, including the Training and Professional Development Team, the Diversity, Equity, Inclusion, and Accessibility Team, the Performance and Award Team, and the New Employee Onboarding Team. The selected incumbent is also responsible for assisting the AIG and Team Leads with identifying, creating, administrating, and monitoring a wide variety 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 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:

- Assist the AIG in the overall management and direction of OWPD by planning, implementing, and coordinating comprehensive, organization-wide programs and providing substantive and procedural guidance.
- Conduct special studies to analyze and improve the effectiveness and efficiency of OWPD. Manage a variety of data to evaluate operations, including productivity, workload status, and organizational structures.
- Provide program and technical insight, expertise, and advice concerning major changes in operating initiatives and in current program operations as a result of new or revised legislation or other program and policy changes. Identify and define broad issues related to OWPD's operations that warrant consideration at the AIG and Team Lead levels.
- Provide guidance and oversight on various OWPD programs impacting all components of OIG, both headquarters and in the field.

- Conduct independent analysis of controversial matters and provide expert advice, guidance and support to the AIG and Team Leads for OWPD on complex, sensitive, and/or mission-critical issues.
- Make recommendations and decisions on administrative issues that cross OWPD Team lines and have a broad impact on OWPD operations.
- Coordinate the creation of automated processes to enhance OWPD's efficiency and effectiveness.
- 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 advice, guidance, and support to OIG employees.
- Lend expertise to the AIG and WPD Team Leads in establishing WPD's teams, including the New Employee Onboarding Team, the Performance and Awards Team, Training and Professional Development 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 OWPD.
- 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 regarding OWPD's operations, and maintain open communication and positive working relationships with colleagues, subordinates, and leadership from other components.
- Establish processes designed to develop and document standard operating procedures for all Team tasks, activities, and processes.
- 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 leading teams and/or projects with organization-wide impact (required);
- Experience gathering and analyzing data and using the results to improve processes (required);
- Experience creating, implementing, and monitoring programs and processes used to accomplish an organizational mission (required);
- 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 (required);
- 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](mailto: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 their permanent position of record, regardless of the duration of the 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.*