



# PANDEMIC RESPONSE

ACCOUNTABILITY COMMITTEE

July 15, 2020

Seeking Senior Level Direct Hire Candidate to Serve as Associate Director/Chief Information Officer (CIO)

On March 27, 2020 President Trump signed into law the Coronavirus Aid, Relief, and Economy Security (CARES) Act, providing relief to America's workers, families, businesses, state and local governments, and others to address the COVID-19 outbreak and its impact on the economy and public health. The CARES Act also created the Pandemic Response Accountability Committee (PRAC) to conduct and coordinate independent oversight of the funds provided in the CARES Act and related legislation to address the federal government's pandemic response and recovery efforts.

The PRAC is seeking a highly qualified individual to fill an immediate need as Associate Director/Chief Information Officer (CIO) to assist us in our critical mission of fostering greater accountability and transparency in the use of covered funds and the Coronavirus response. More information regarding this position is provided in the attached announcement.

**To apply please send your resume to [prac\\_jobs@cigie.gov](mailto:prac_jobs@cigie.gov) by August 3, 2020.**

I thank you for your interest in promoting good government and public trust.

Robert A. Westbrooks  
Executive Director

Direct Hire Opportunity  
Associate Director/Chief Information Officer (CIO)  
Pandemic Response Accountability Committee  
June 16, 2020

**Introduction**

The Pandemic Response Accountability Committee (PRAC) is seeking a highly qualified professional to serve as Associate Director/Chief Information Officer (CIO). Due to its September 30, 2025, sunset date, the PRAC has the staffing flexibilities of a temporary organization. Thus, the PRAC has reimbursable and non-reimbursable detail authority for existing federal employees. The PRAC may also directly hire excepted service appointees. Appointees may acquire competitive status by meeting statutory time-in-service requirements. For this position, the administratively determined salary range for appointees is: \$160,100 to \$197,300. This senior executive position can be carried out in a remote work environment. The CARES Act created the PRAC, which is composed of federal Offices of Inspector General to "promote transparency and conduct and support oversight of covered funds and the Coronavirus response to (1) prevent and detect fraud, waste, abuse, and mismanagement; and (2) mitigate major risks that cut across program and agency boundaries." The PRAC is currently overseeing about \$2.4 trillion in federal spending. Rather than a stand-alone organization, the PRAC is a Committee of the Council of the Inspectors General on Integrity and Efficiency (CIGIE), an independent entity established by the Inspector General Act of 1978. The CIO is the principal advisor to the PRAC Executive Director regarding the application of information technology to support and improve PRAC business processes. The CIO directs the development, implementation, maintenance, enhancement, and operational information technology plans. The CIO receives general direction from the Executive Director and other members of the PRAC senior leadership team. The incumbent is responsible for defining technical issues, researching problems, and developing technology solutions for the PRAC. The CIO provides senior-level technical leadership and direction for the PRAC's enterprise-wide technical environment including: logical and physical data architectures, server architectures, system software, data management services, data interchange services, software architectures, network services and telecommunications, information security architectures, configuration management, quality assurance, and information technology risk management.

The CIO leads the planning, design, implementation, and maintenance of all PRAC websites, web applications, web analytics platforms, and shared services in coordination with the Executive Director, PRAC senior leadership, and other stakeholders. The CIO works very closely with the PRAC's Chief Data Officer (CDO) to identify, ingest, and use data from a variety of sources; analyzing it, and displaying it for the general public's use on the PRAC websites. The PRAC website will implement the Drupal Content Management System (CMS) and Role Based Security to support timely content and feature development and delivery. The website will be hosted in the Cloud by a FedRamp authorized Cloud Service Provider (CSP). Leveraging a combination of government and contracted resources, the CIO will be responsible for leading and completing the migration to the Azure cloud environment before the end of calendar year 2020.

## **Major Duties**

The incumbent is responsible for carrying out work assignments, resolving most conflicts as they arise, integrating and coordinating the work of others if necessary, interpreting, interpolating, developing and implementing policy, procedures, and standards.

The incumbent applies the principles, theories, and techniques of computer science, software engineering and design, system design, and information engineering to research, develop, identify, and infuse new methodologies and technologies into the PRAC's technical environment. Serves as expert advisor and provides technical leadership for broad and complex programs and systems. The incumbent uses a high degree of technical competence, imagination and creativity in fashioning solutions to problems for which there can often be a partial or complete absence of applicable guidelines, pertinent literature, and methodology.

More specifically, the CIO:

1. Serves as the key advisor to the Executive Director and PRAC senior leadership on the development of short- and long-range IT plans for all elements of the enterprise-wide technical environment
2. Provides technical advice and guidance to other organizational units in planning for the implementation of new or upgraded technology services.
3. Develops guidance, policy, and standards for the PRAC solution architectures.
4. Leads the planning, design, implementation, and maintenance of all PRAC websites and web applications.
5. Leads the planning, design, implementation, and maintenance of all PRAC data analytics platforms.
6. Leads the planning, design, implementation, and maintenance of innovative technologies to detect, assess, and prevent waste, fraud, abuse, and mismanagement of government funding. Advanced technologies under consideration for supporting the PRAC Transparency and Oversight/Analysis lines of business include: Artificial Intelligence, Machine Learning, Big Data Analytics, Distributed Ledger (Block-chain), Case Workflow Management, and Advanced Geospatial and Graphic visualization.
7. Directs and orchestrates the activities of information technology project managers, shared service providers, and system developers to ensure solution architectures are developed in accordance with PRAC policies and guidance.
8. Implements and champions lean and agile development and integration methodologies in order to continuously enhance and optimize our data-driven website and data analytics platforms.
9. Develops plans that maximize performance while minimizing the cost of PRAC information technology infrastructure including all computing and network systems and operations. The PRAC will implement IT shared services provided by the CIGIE and other government shared-services providers when those services meet PRAC service level, security, and cost requirements.
10. Coordinate effectively with the Executive Director and PRAC senior leadership to provide technical solutions and guidance on all facets of information technology, including overseeing the development and implementation of solicitations, agreements, and contracts for information technology services and solutions.
11. Analyze and document of system environments, such as network communications, nodes, operating systems, applications, application servers, web servers, and application interfaces.

12. Assess, Authorize, Continuously Monitor, and Maintain PRAC Information Systems per applicable laws, regulations, rulings, orders, and policies. This includes exercising delegated authority as the Authorizing Official for all PRAC IT systems: Assuring that all PRAC systems are authorized to operate; and maintaining an accurate inventory of all PRAC information, information systems, and interconnections.
13. Building coalitions and administering interconnection security agreements with other government and non-government organizations in order to establish and maintain secure and reliable access to authoritative data sources necessary to support the PRAC mission and lines-of-business.
14. Advise the Executive Director and PRAC senior leadership on IT and cybersecurity risks and mitigation options
15. Works professionally and cooperatively with functional and technical leaders and technology specialists to ensure coordination of processes, technologies, and data in support of enterprise technologies.
16. Works closely with the Executive Director to coordinate technical activities between the PRAC and Council of the Inspectors General on Integrity and Efficiency (CIGIE) as required.
17. Coordinates closely with the PRAC's Chief Data Officer (CDO) on consuming data from a variety of sources, analyzing it, and displaying it for the general public's use.
18. Works with the PRAC's Accountability Mission to develop processes and technologies to identify fraud, waste, and mismanagement of funding provided through CARES.
19. Ensures that all data is transparently displayed on PRAC websites and web applications and is available for general public consumption in common file specifications.
20. Serves as a catalyst for incorporating new technologies and methodologies into PRAC's information systems and business processes.
21. Researches complex automated processes as the relate to and may be applied in the development of automated information systems.

### **Qualification Requirements**

Experience: Demonstrated executive/senior leadership experience in coordinating the efforts of a wide array of IT specialists, IT architects, solution engineers, application and systems developers, data management specialists, both within the CIO function and from outside sources, in order to develop, implement, maintain, and advance an organization's IT infrastructure and services.

### **How to Apply**

For immediate consideration, please email a cover letter summarizing your qualifications and a resume to [prac\\_jobs@cigie.gov](mailto:prac_jobs@cigie.gov), with the subject line: Acting CIO Detail.