

UNITED STATES CAPITOL POLICE INSPECTOR GENERAL

General Position Information

Job Title: Inspector General, CP-0511-00

Salary: \$170,500

Vacancy Open Period: October 3 – November 2, 2018

Service: Excepted

Appointment Type: Permanent / Full Time

Duty Location: Washington, DC

Security Clearance: Top Secret

Who May Apply: Open to the Public

Summary:

THE UNITED STATES CAPITOL POLICE (USCP) is a CALEA nationally-accredited, federal law enforcement agency in the legislative branch of the government. The USCP safeguards the U.S. Congress, the legislative process, Members of Congress, employees, visitors and facilities from crime, disruption or terrorism. The USCP protects and secures Congress so it can fulfill its constitutional and legislative responsibilities in a safe, secure and open environment.

The United States Capitol Police Inspector General is charged with identifying and combating waste, fraud and abuse in the United States Capitol Police and its programs. The United States Capitol Police Inspector General investigates complaints or allegations of wrongdoing or misconduct by employees and contractors that involve or give rise to waste, fraud and abuse within the programs and operations of the United States Capitol Police. The position is responsible for conducting and supervising audits and investigations relating to financial and compliance programs and operations of the United States Capitol Police; for providing leadership, coordination and policy recommendations to promote economy, efficiency and effectiveness; and to prevent and detect fraud and abuse in the administration of those programs and operations.

The United States Capitol Police Inspector General position is compliant with P.L. 109-55, Section 1004, is under the general supervision of the Capitol Police Board and is located in the Office of Inspector General.

The Inspector General reports to the Capitol Police Board and the Chief of Police, and reports findings to them, as well as to the Congress, on a semi-annual basis and/or as deemed necessary. Work may be self-initiated, in response to employee reports or requests or in response to directives or investigations, and will assume jurisdiction/control of those investigations and inspections that are within the Inspector General's statutory purview, when appropriate. The Inspector General supervises a staff of analysts and auditors who have backgrounds in critical disciplines relevant to programs under review.

This position does not possess law enforcement authority.

Duties and Responsibilities include, but are not limited to the following:

- Receives and investigates complaints or information from employees of the USCP

concerning the possible existence of an activity constituting a violation of laws, rules or regulations or mismanagement, fraud, waste of funds or abuse of authority. Performs assignments independently and oversees the work of staff analysts. Conducts surveys of the activities to be audited and prepares and updates audit procedures to be used in the performance of the audit.

- Directs, administers, and conducts special reviews and surveys of marked importance that significantly impact the audit program and lead to major modifications or important extensions of current auditing practices and resolve key issues. Advises on audit trends, internal controls and broad program weaknesses that need to be considered to ensure compliance with legislative and organizational mandates. Develops an annual audit plan and formal audit resolution process for the overall program.
- Performs both investigative and audit functions. Plans and directs the audit activities of the agency and is responsible for an effective internal audit policy for ensuring the timely completion of all audits in accordance with the General Accountability Office, the American Institute of Certified Public Accounts, the Institute of Internal Auditors standards and the PCIE/ECIE investigation standards.
- Conducts and/or directs comprehensive financial, programs and operational type audits of the various components of USCP's operations, including administrative, fiscal and other related activities, and of the pertinent books and records of outside contractors who have contracts with the USCP.
- Performs reviews and investigations to determine whether operations are properly conducted and whether reporting is fairly presented, whether resources are economically and efficiently presented, and whether desired results are effectively achieved and established objectives met.
- Serves as an expert consultant on the most challenging program management issues. Provides advice and guidance on undefined issues and elements for programs essential to the USCP's mission.
- Keeps the Capitol Police Board and Chief of Police fully and currently informed concerning fraud and other serious problems, abuses and deficiencies relating to the administration of programs and operations administered or financed by the USCP and semi-annual reporting as deemed necessary to Congress on the recommendation of corrective action concerning such problems, abuses and deficiencies, and to report on the progress made in implementing corrective action.
- Consults with all levels of management, other federal agencies, and commercial organizations. Assists in providing policy direction to conduct, supervise, and coordinate audits and investigations relating to the programs and operations of the USCP. Guidance requires extensive interpretation for many different and unrelated program processes and methods such as interpretations of original legislative or judicial intent and advice on revisions to existing policies, and programs to meet requirements. Recommends long-range program plans, goals, objectives, and milestones, which serve as the basis for substantive changes in the organization and administration of programs affecting a large portion of the USCP workforce.
- Reviews existing and proposed legislation and regulations relating to USCP programs and operations to determine the impact of such legislation or regulations on economy and efficiency in the administration, prevention, and detection of fraud and abuse in such programs and operations.

This position is a 5-year appointment with the ability to renew.

MINIMUM REQUIREMENTS:

The incumbent must meet the following requirements:

- Must be a United States citizen.
- Must successfully complete a background investigation.
- Must have or be able to obtain and maintain a Top Secret security clearance.

QUALIFYING EXPERIENCE: 20 years of Federal Law Enforcement and/or audit experience. Bachelor's degree. Extensive experience in Federal audits with focus on financial analysis, and knowledge of investigative processes. Extensive knowledge of Federal laws and regulations with focus on financial policy, and preferably laws and regulations applicable to the Legislative Branch of the Federal government.

BASIS OF RATING: Applicants must address all quality rating factors shown below, in a document that is separate from their resume and is limited to one page per quality rating factor. Individuals not addressing all rating factors may be found ineligible for selection and/or may not receive appropriate credit. Please provide clear, concise examples of education, experience, and/or training that enabled you to meet the requirements of the quality rating factors described below. In addition, attendance and disciplinary records, performance evaluations, and supervisory comments may be used to further evaluate and determine suitability for selection.

QUALITY RATING FACTORS: Applications that meet the minimum requirements will be further evaluated based on the following quality rating factors for this position:

- Knowledge of sufficient scope and depth of law enforcement operations and the conduct of comprehensive investigations in the application of federal laws, rules, and regulations pertaining to the human capital management, budget development, procurement, and financial management processes necessary to administer a program for conducting audits of Federal government financial activities including operations, budgeting and procurement; and other government activities to include human capital management, and information security.
- Demonstrated expert ability in accounting, auditing, financial analysis, law, management analysis, public administration, and/or investigations.
- Ability to make timely and effective decisions that produce observable results in the areas of organizational accountability, integrity, and ethical performance.
- Ability to develop and implement an organization vision that integrates key national and program goals, priorities, values, and other factors while balancing continuity of operations within an ever-changing environment.

APPLICATION PROCEDURE: Qualified candidates should submit a cover letter, resume, and supplemental documents addressing the Quality Rating Factors above, to uscpij.vacancy@mail.house.gov and reference "Inspector General" in the subject line of the email. The complete application package must be received by 11:59 p.m. (EST) on November 2, 2018 in order to receive consideration.

PAY AND BENEFITS: This position is within the Legislative Branch of the Federal government; it is not a general schedule (GS) position. Employees are covered by the same benefits as other branches of the Federal government with regards to health and life insurance, retirement and Thrift Savings Plan, disability, leave program, paid holidays, etc. Upon receipt of proper certification, sick leave balances will be transferred from other branches of the Federal government. While previous creditable federal service is used to determine the appropriate leave category, annual leave balances are not transferable. This position is exempt from the Fair Labor Standards Act overtime provisions and is not included in the collective bargaining unit.

APPLICANT EXPENSES: Expenses relating to travel or incidentals for interviews or relocation, if any, are the responsibility of the candidate.

EQUAL OPPORTUNITY EMPLOYER: The U.S. Capitol Police is an equal opportunity employer in accordance with applicable federal laws, rules, and regulations pertaining to the U.S. House of Representatives and U.S. Senate.

EQUAL EMPLOYMENT OPPORTUNITY POLICY:

The United States government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1974 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.