



## U.S. Election Assistance Commission

**Job Title:** Inspector General  
**Agency:** U.S. Election Assistance Commission  
**Job Announcement Number:** EAC-16-01

**Salary Range:** \$148,700/per year

**Open Period:** Applications will be considered on a rolling basis and the posting will remain open until filled. However, the first screening of applicants is scheduled for on or around December 21, 2015.

**Series & Grade:** AD-030105/05

**Position Information:** Full-Time – Excepted Service

**Duty Locations:** 1 vacancy – Silver Spring, MD

**SECURITY CLEARANCE:** Top Secret

**SUPERVISORY STATUS:** Yes

**Who May Be Considered:** United States Citizens

### Job Summary:

The U.S. Election Assistance Commission (EAC) is an independent bipartisan commission established by the Help America Vote Act (HAVA) of 2002. HAVA was enacted to distribute and monitor HAVA funds to states for election administration improvements; to issue, and periodically review and modify, as necessary, voluntary voting system guidelines; to conduct periodic studies of election administration issues; to establish best practices and guidelines on election administration for state and local election officials; to accredit voting system test labs and certify voting equipment; and to provide Congress with a bi-annual report to assess the impact of the National Voter Registration Act (NVRA) and the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) biannually. EAC serves as a National clearinghouse and resource for information with respect to the administration of Federal elections.

For an overview of the diverse responsibilities EAC carries out in regards to election reform, we welcome you to visit our web site at <http://www.eac.gov>.

The Inspector General (IG) reports to the Chair of the U.S. Election Assistance Commission (EAC) and is responsible for leading the Office of the Inspector General (OIG) program at EAC. The IG conducts, supervises, and/or coordinates independent and objective audits, inspections, reviews, and investigations of EAC programs and operations, payments to states and territorial governments (hereinafter referred to as states), and grants to states and nonprofit organizations. As the OIG is basically a one-person operation, audits and investigations are accomplished



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through contracts/agreements with Independent Public Accounting firms and other Federal agencies.

Audits, evaluations, inspections, and investigations are performed in accordance with OIG, Office of Management and Budget (OMB), Government Accountability Office (GAO), American Institute of Certified Public Accountants, and Council of Inspectors General on Integrity and Efficiency (CIGIE) guidelines and requirements, as appropriate.

### **Travel Required**

- Occasional Travel

### **Relocation Authorized**

- No

### **KEY REQUIREMENTS:**

- Must be a US Citizen
- Must be able to pass a background investigation
- Must be able to obtain and maintain a Top Secret security clearance
- Must be able to obtain and maintain a government-issued credit card
- May be required to complete a 12-month probationary period
- May be required to take a writing assessment
- Financial Disclosure Statement Required

### **Major Duties:**

- Prepares the OIG strategic and annual work plans; budgets; and policies and procedures; and supervises day-to-day OIG operational activities.
- Maintains contact with other pertinent Government organizations, such as CIGIE, GAO, and OMB. The purposes of these contacts are to keep current on Inspector General community initiatives and projects; to exchange information; and to comment on developing or changing policies, procedures, guidelines, and standards.
- Develops statements of work and task orders for contracted audit services, evaluates contractor proposals, monitors contractor staff, accepts deliverables, and approves invoices.
- Coordinates investigative assistance from other Federal agencies.
- Anticipates potential problems and delays in meeting agreed-upon timeframes.
- Reviews audit plans, programs, and reports as necessary to determine sufficiency of presentation of findings and recommendations.
- Responds to EAC and Congressional inquiries on OIG subjects.
- Reviews proposed and existing legislation and regulations to determine their impact on OIG matters and priorities.



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- Prepares reports to the Congress and the Chairman of EAC about conditions disclosed by audits and investigations.

### **QUALIFICATIONS REQUIRED:**

#### **MINIMUM QUALIFICATIONS**

You must meet **ALL** of the minimum qualifications listed below.

- Bachelor's Degree from an accredited college or university
- Must have at least ten (10) years of auditing experience
- Must have two years of experience at the equivalent to a GS-14 or 1 year experience at the equivalent GS-15 level.

#### **How You Will Be Evaluated:**

Qualified candidates will be rated by comparing each candidate's qualifications to the skills and experience pertinent to the position. The following Knowledge, Skills and Abilities (KSAs), are of particular importance to the position and **MUST** be addressed separately in your application. Qualified candidates may be invited for one or more interviews. Final selection will be made on the basis of relevant experience, education, training, performance appraisals, job-related awards, interview, and the Knowledge, Skills and Abilities identified below.

1. Demonstrated ability to conduct, plan, manage and report on audits (including audits of grantees), evaluations or inspections to assess the economy and efficiency, financial aspects, compliance and program results of systems and a variety of programs.
2. Demonstrated ability to select, train, manage and provide technical guidance and leadership to auditors, other professional and administrative staff, and to develop and maintain effective relationships with colleagues and clients.
3. Demonstrated knowledge of and experience in applying GAAP, GAGAS and GAAS principles, practices, procedures, controls and concepts and OMB Circulars.
4. Ability to write documents, reports and presentations that are clear, concise, logical and persuasive.
5. Ability to effectively communicate orally in presentations to diverse groups at various management levels, congressional officials and outside organizations.
6. Demonstrated knowledge of the mission, responsibilities and operations of an Office of Inspector General.

#### **Benefits:**

Benefits include health and life insurance, annual and sick leave, and retirement benefits. Explore the major benefits offered to most Federal Employees [here](#).

#### **Other Information:**

This job is being filled by an alternative hiring process and is not in the competitive civil service.

Appointment is subject to tally vote consensus by the Commission.



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EAC will not pay travel, transportation and relocation expenses.

A background investigation is required and continued employment is contingent on completion of that process to determine suitability for federal employment.

It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual.

Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills and abilities.

The materials you send with your application will not be returned.

Before entering on duty, you will be required to complete a Public Financial Disclosure Report, SF-278. You will need to provide the information annually.

### **How To Apply:**

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the EVALUATION FACTORS section of the announcement. This information will be used to determine your eligibility and/or rating and is required.

Applicants may apply for this position with a resume, the Optional Application for Federal Employment (OF-612), or other application format, as long as the application contains the necessary information below:

- Vacancy announcement number; title and grade(s) of the job for which applicant is applying (**NOTE: Social Security Number is not required on your application**).
- All relevant educational information, including college/university, major, type, and year of degree(s) (if no degree earned, show total credits earned and indicate whether semester or quarter hours). See above, mandatory education and credentials under Qualification Requirement.
- Previous employment experience, including job titles, duties and accomplishments, employer's name, number of hours worked per week, and start and end dates (month and year), and, for most recent jobs, annual salary.
- Incomplete application packets will not be reviewed for further consideration.

**You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.**

Send Application Materials to:

[Resumes@eac.gov](mailto:Resumes@eac.gov)

OR

U.S. Election Assistance Commission  
1335 East West Highway, Suite 4300  
Silver Spring, MD 20910



## U.S. Election Assistance Commission

OR

Fax: (301) 734-3112

**Contact Information:**

Sheila Banks

Phone: 301-563-3925

**Agency Information:**

U.S. Election Assistance Commission

1335 East West Highway, Suite 4300  
Silver Spring, MD 20910

**What To Expect Next:**

Applicants will be rated upon an evaluation of the relevance and quality of their experience, education and continuing professional development efforts as reflected in their applications and supplemental statements addressing the Knowledge, Skills, and Abilities identified. Your answers will be verified against information you provide on other forms (such as your application) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: [www.eac.gov](http://www.eac.gov).

**EEO Policy Statement:** <http://www.usajobs.gov/eo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>