



U.S. Department of Education
Vacancy Announcement
CAREER INTERN POSITION
Excepted Service Position

Employing Office: Office of the Inspector General, Audit Services, Sacramento, California

Announcement Number: OIG-2008-CIP-01

Opening Date: 01-14-08

Closing Date: 02-01-08

Position Title/Series & Grade: Auditor, GS-0511-7/9

Salary Range: \$39,122 – \$62,215

Promotion Potential: GS-13

Duty Location: Sacramento, CA

What is the Career Intern Program: The Career Intern Program (CIP) is designed to attract and recruit exceptional individuals to federal careers. Individuals selected will participate in a 2-year formal training program with job assignments designed to develop competencies appropriate to the agency's mission and needs. Training assignments include, but are not limited to, formal training classes, rotational or other job assignments, on-the-job training, mentors, attendance at conferences and seminars, or other approved activities. Upon successful completion of the 2-year internship, the employee will be eligible for immediate conversion to a career or career conditional appointment in the competitive service.

Area of Consideration: Applications will only be accepted from U.S. Citizens.

This is an Excepted Service Appointment Not-to-Exceed 2 years

Work Schedule: Full-Time

Bargaining Unit: This is a non-bargaining unit position.

Number of Positions: One (1)

BENEFITS OF WORKING FOR THE U.S. DEPARTMENT OF EDUCATION:

- **Flexible Schedules** – Vary your work hours; schedule work for fewer days by increasing hours worked each day.
- **Leave** – Earn between 13 and 26 days of annual leave (vacation) per year; accumulate 13 days of sick leave per year to use for care of yourself and family members.
- **Holidays** – 10 paid holidays observed each year

- **Health Insurance** – A wide selection of health plans are available.
- **Flexible Spending Program** – Pre-tax contributions for medical/dental/optical expenses.
- **Long-Term Care Insurance** – Option to purchase life insurance and select from different levels of coverage for yourself and family members.
- **Life Insurance** – Option to purchase life insurance and select from different levels of coverage for yourself and family members.
- **Retirement** – A secure retirement with investment options.
- **Reasonable Accommodation** – Assistive technology and resources for employees with disabilities to provide support in the performance of their duties; granted on a case-by-case basis.
- **Student Loan Repayment** – At its discretion, the Department may repay an employee's student loans (maximum of \$6,000 per calendar year).
- **Teacher Conferences** – The Department will provide additional time off to participate in teacher conferences for parents and guardians.
- **Training and Development** – Receive a minimum of 80 hours of continuous professional education (over a 2-year period) that is designed to develop and enhance the skills and abilities needed to perform your assigned duties.
- **Transit Benefit** – The Department provides a transit benefit of up to \$100 a month to all employees who use mass transit options as their primary source of transportation.
- **Tuition Reimbursement Program** – Available after becoming a full-time permanent employee; the Department may reimburse tuition for job-related, undergraduate or graduate college-level courses.
- **Volunteer Activities** – The Department will match leave taken to participate in youth, education, and community based non-profit volunteer activities (up to 4 hours per pay period).

For more information: <http://www.ed.gov/about/jobs/work/benefits.html>

DUTIES:

The Office of Inspector General (OIG) is seeking highly qualified applicants to fill our Auditor positions located in Sacramento, California. Duties consist of working on audits and reviews of programs and operations administered or financed by the Department. The OIG conducts audits and investigations of Department programs and operations in order to promote their efficiency and effectiveness and to detect and prevent fraud, waste, and abuse.

This is a developmental position. Under the direction of an Auditor-in-Charge and as part of an audit team, the employee performs tasks that are designed to provide progressively more complex experience in the practical application of accounting and auditing principles,

procedures, and techniques. The employee follows an audit program to perform assigned tasks, such as reviewing legislative, regulatory, policy, and procedures documents; interviewing State, local, school, and other education agency officials; analyzing information (including computer-processed data); and reaching conclusions. An employee documents and summarizes his/her work as audit evidence, which may be in electronic or hard copy form. The employee may also assist in drafting and supporting sections of the final audit report. At the **GS-7** level, the employee receives closer supervision, is assigned duties of more limited scope, and may be more restricted in his/her contacts with auditee and Departmental personnel, than at the **GS-9** level. After approximately two years of progressively responsible experience, the employee will have gained sufficient knowledge, skills, and abilities to allow the individual to independently plan and conduct complete audits.

Some travel to audit locations and for attendance at training classes, conferences, seminars, or other approved activities, may be required.

Additional information about the OIG is available at <http://www.ed.gov/about/offices/list/oig/index.html?src=oc>.

BASIC REQUIREMENTS:

Applicants must have a professional-level knowledge of **accounting** and **auditing**, as evidenced by one of the following—

- A. **Education:** A degree in accounting, auditing, or a related field, such as business administration, finance, or public administration that included or was supplemented by 24 semester hours of accounting. The 24 hours may include up to 6 hours of credit in business law. (The term “accounting” means “accounting and/or auditing” in this standard. Similarly, “accountant” should be interpreted, generally, as “accountant and/or auditor.”)

OR

- B. **Combination of education and experience:** At least 4 years of experience in accounting/auditing, or an equivalent combination of accounting/auditing experience, college-level education, and training that provided professional accounting/auditing knowledge. The applicant’s background must also include **one** of the following—
1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 2. A certificate as a Certified Public Accountant or Certified Internal Auditor, obtained through written examination; **or**
 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing (e.g., 15 semester hours), but that does not fully satisfy the 24-semester-hour requirement of Paragraph A, provided that—
 - (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, such as valuation engineering or financial institution examining;
 - (b) a panel of at least two higher level professional accountants or audits has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that is normally associated with successful completion of the 4-year course of study described in paragraph A; **and**

- (c) the applicant's education, training, and experience fully meet the specified requirements, except for literal nonconformance to the requirement of 24 semester hours in accounting.

In addition to the above requirements, applicants must also possess at least **one** of the qualification requirements described below—

At the GS-7 grade level:

- A. **Bachelor's degree:** Completion of all requirements for a bachelor's degree, having met **one** of the following **Superior Academic Achievement provisions**—
 1. Maintained a grade-point average of "B" (a GPA of 3.0 or higher) on a 4.0 scale for all completed undergraduate courses, or those completed in the last two years of undergraduate study;
 2. Ranked in the upper one-third of your graduating class in the college, university, or major subdivision; **or**
 3. Be a member of a national honor society (other than freshman honor societies) recognized by the Association of College Honor Societies.

NOTE: GPAs are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9. If more than 10 percent of your undergraduate course work (credit hours) was taken on a pass/fail or similar basis, your claim must be based on class standing or membership in an honor society.

OR

- B. **Graduate education:** Completion of one full academic year of graduate education in accounting, auditing, or a related field. One academic year of graduate education is considered to be the number of credit hours that your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

OR

- C. **Work experience:** One year (52 weeks) of specialized experience is required. Specialized experience is experience as an accountant or auditor performing tasks that required a professional knowledge of accounting principles, procedures and techniques. Duties such as reviewing summary reports, financial statements, payrolls, purchase vouchers, cash receipts or cash ledgers to determine if transactions and source documentation complied with laws and regulations; preparing work papers, charts, graphs and other exhibits to aid in the presentation of audit of findings. To be creditable, specialized experience must have been equivalent to the GS-5 level.

OR

- D. **Combination of education and experience:** If you do not qualify based on education or experience alone, you may be able to qualify by a combination of your education and professional experience by converting each to a percentage and then adding the

percentages. To determine your percentage of work experience that is considered qualifying, divide your total number of months of qualifying experience by 12 (the required number of months of experience). Forty hours of work per week for 12 months is equivalent to 1 full year of experience. To determine your graduate education percentage, you must first convert quarter hours into semester hours if your education is currently described in quarter hours. Convert quarter hours into semester hours by multiplying your quarter hours by the fraction $\frac{2}{3}$. Divide your number of graduate semester hours by 18, or by your school's definition of one year of graduate study, (18 semester hours equals 12 months). The percentage of work experience and the percentage of graduate study must total at least 100 percent.

At the GS-9 grade level:

- A. **Graduate education:** Completion of two full years of progressively higher-level graduate education, or a master's or equivalent graduate degree, in accounting, auditing, or a related field.

OR

- B. **Work experience:** One year (52 weeks) of professional accounting or auditing experience. Such as, applying conventional audit techniques to relatively uncomplicated segments of evaluations, performing audit work in a team environment, conducting and documenting analyses of data and records and preparing summaries or segments of reports that normally form phases of broader assignments. To be creditable, specialized experience must have been equivalent to the GS-7 level.

OR

- C. **Combination of education and experience:** If you do not qualify based on education or experience alone, you may be able to qualify by a combination of your education and professional experience by converting each to a percentage and then adding the percentages. To determine your percentage of work experience that is considered qualifying, you must divide your total number of months of qualifying experience by 12 (the required number of months of experience). Forty hours of work per week for 12 months is equivalent to 1 full year of experience. To determine your graduate education percentage, you must first convert quarter hours into semester hours if your education is currently described in quarter hours. Convert quarter hours to semester hours by multiplying your quarter hours by the fraction $\frac{2}{3}$. Divide your number of graduate semester hours by 18, or by your school's definition of one year of graduate study, (18 semester hours equals 12 months). The percentage of work experience and the percentage of graduate study must total at least 100 percent.

Only education/experience acquired by the closing date will be considered.

BASIS FOR SELECTION:

Selection of qualified applicant(s) will be assessed on the basis of their resume and an interview. You will be evaluated to determine if you meet the basic qualifications required and if you possess the knowledge, skills, and abilities associated with this position as defined below—

- Knowledge of analytical and evaluative processes for conducting performance audits, evaluations, reviews, surveys, or other analytical processes;
- Skill in analyzing various information/problems, reaching conclusions, and presenting findings and recommendations;
- Ability to communicate, both orally and in writing; and
- Ability to work in teams, whether as a team member or leader, to accomplish project objectives and goals.

WHAT TO SUBMIT:

Applicants must submit ALL of the following materials in order to receive consideration for this position—

1. **An official transcript:** Please submit a copy of your official transcript(s).
2. **An application:** Your application may consist of a resume; Optional Form 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>); or other written submission.
3. **Veterans' Preference:** In accordance with Federal regulations, if you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veteran's preference. The Defense Authorization Act of November 18, 1997, extended veteran's preference to persons who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 29, 1995, to a date to be determined. The award of the Medal is qualifying for veteran's preference. More information on veteran's preference is available in the Vet Guide that may be found on the United States Office of Personnel Management website at www.opm.gov/veterans. If you believe you are eligible, attach a copy of your DD-214 or SF-15, Application for 10-Point Veterans' Preference (available at <http://www.opm.gov/forms/html/sf15>). Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

WHERE TO APPLY:

Send your application and all required documents to: **U.S. Department of Education, Human Resources Services, 50 Beale Street, Suite 9300, San Francisco, CA 94105**. All applications and forms must be received by the closing date of this announcement. Applications received in franked U.S. Government envelopes will be returned without consideration. All applications will be retained by the Human Resources Services as part of the record of this action. Failure to

provide complete information may result in you not receiving consideration for this position. For additional information regarding this announcement, call Sharon Wysinger at (415) 486-5703.

Please do not email applications.

For additional information regarding the OIG, its work environment, and the duties associated with this position, call (916) 930-2388 or email inquiries to bev.dalman@ed.gov.

CONDITIONS OF EMPLOYMENT:

- You must be a U.S. Citizen to be eligible for consideration.
- Applicant(s) may be asked to fill out an Optional Form 306, Declaration of Federal Employment (available at <http://www.opm.gov/forms/html/of306>).
- Applicant(s) selected for this position will be required to certify that their application materials are accurate when they enter on duty.
- Applicant(s) selected for this position will be subject to a check to verify that s/he has not defaulted on any loan funded or guaranteed by the U.S. Department of Education. Applicants found to be in default will be contacted to make arrangements for repayment prior to being made an official offer of employment.
- Any male applicant who was born after December 31, 1959, and who is subsequently selected for this position must certify that he is registered for the military selective service by the date he is to enter on duty. False certification may result in termination after appointment.
- Applicant(s) selected for this position will be subject to a **security clearance** prior to entering on duty.
- Additional selections may be made within 90 days of the opening date of this announcement should vacancies occur.
- Relocation expenses will NOT be paid.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

The U.S. Department of Education is an Equal Opportunity Employer.