

**OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES**

VACANCY ANNOUNCEMENT

Position: Assistant Director
Information Systems Audits

Announcement Number: IG-08-07

Opening Date: September 2, 2008

Location: Washington, DC

Closing Date: Until Filled

Salary: \$119,633 - \$131,056* (HS-13)

FLSA Category: Exempt

*Commensurate with qualifications and experience

Job Summary: Incumbent serves as Assistant Director, responsible for the day-to-day management and direction of assigned audits of U.S. House of Representatives information systems activities.

Major Duties:

- 1) Supervises the work of subordinate audit team members. Performs various supervisory duties, including reviewing and approving audit programs, reviewing and approving workpapers and reviewing and approving audit reports. Provides oral and written feedback to subordinate audit team members in order to improve the quality of their implementation of audit procedures. Assists in the annual appraisal process for subordinate audit team members.
- 2) Stands in for the Director in his/her absence.
- 3) Plans work to be done within the assigned audit area, identifies areas for review, develops approach for auditing identified areas, and makes recommendations for staff resources.
- 4) Plans and executes information systems audits of general and application controls, data integrity, system development life cycle, acquisitions, information resources management, etc.
- 5) Plans and executes Computer-Assisted Audit Techniques (CAATs), using such audit software packages as Audit Control Language (ACL), and Microsoft Excel.
- 6) Proposes short- and long-range information systems audit plans and priorities for the Office of Inspector General and initiates actions to improve Information Systems audit coverage, quality, effectiveness, and the usefulness of audit reports.

Requirements: A bachelor's degree from an accredited college or university with an accounting/auditing major. A current Certified Information Systems Auditing (CISA) certification; and at least 5 years of information systems auditing experience, or an

equivalent combination of information systems auditing experience, general auditing experience, college-level education, and training, that provided professional information systems auditing knowledge. Extensive experience and knowledge of information systems, information systems auditing as specified under “Major Duties,” and CAATs. Additionally, must have skill in (i) establishing and maintaining effective working relationships with high-ranking officials and (ii) effective oral and written communications. The Assistant Director will make formal and informal presentations regarding the nature of the audit work to auditee management and other interested personnel.

Work Environment and Physical Demands: The work is usually performed in an office environment. Overnight travel is rare and limited to attending required training not offered locally. The work is primarily sedentary. There may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

Additional Requirements: Must be eligible for a Secret Security Clearance.

Supervisory Controls: Incumbent reports to the Director, Information Systems Audits.

QUALIFICATION REQUIREMENTS:

Applications submitted without a separate statement, which specifically addresses each of the following KSA’s will not be considered.

1. Knowledge of generally accepted government auditing standards (GAGAS) to ensure plans and procedures are in accordance with government auditing standards.
2. Knowledge of theory concepts, and practices of auditing information system security to apply this knowledge to a very broad range of complex assignments.
3. Experience in conducting security audits of IT operating systems, applications, and databases , including experience in operating vulnerability scanning software, interpreting scan results, and issuing recommendations to mitigate vulnerabilities.
4. Experience in managing and directing the work of auditors/analysts conducting information system audits.

Benefits of Working at the House of Representatives:

- General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans (e.g. Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees life insurance, etc) that other federal employees are entitled to.
- Leave accumulation. Prior federal service is considered when calculating an employee’s rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience.) All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:
 - Less than 1 year of service = 12 days annual leave per year
 - Between 1 year and 3 years of service = 15 days annual leave per year

- Between 3 years and 6 years of service = 18 days annual leave per year
- 6 or more years of service = 24 days annual leave per year
- Federal retirement. The U.S. House of Representatives participates in the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). However, retirement accumulation is calculated at a higher percentage rate than most Executive Branch entities.
- Student loan repayment program. Employees can be reimbursed for up to \$6000 per year (with a maximum of \$40,000 in total) for federally backed student loans.
- Family Medical Leave Act (FMLA). The Office of Inspector General (OIG) has the option of allowing its employees to take the first 6 weeks of FMLA (e.g. for a catastrophic illness or birth of a child) as paid administrative leave. (FMLA is normally unpaid leave unless an employee uses his/her own annual or sick leave)
- Gym Membership. House employees are eligible for discounted memberships to “Gold’s Gym” and to the House Fitness Center.
- On location Day Care facility
- Flexible work schedule.
- Eligibility for either free, on-site parking or \$110 in monthly mass transit benefits.

SUBMIT RESUME FOR CONSIDERATION IN ONE OF THE FOLLOWING MANNERS ONLY:

FAX: (202) 225-4240

Email: HouseIG@mail.house.gov

Hand Deliver to: 400 D. Street SW (Ford House Office Building)
Room 386
Washington, DC 20515-9990

Point of Contact: Debbie Jones or Mike Benner, (202) 226-1250.

DO NOT MAIL resumes. Mail external to the U.S. House of Representatives is seriously delayed due to security screening.