



Department: Department Of The Interior

Agency: Office of the Secretary of the Interior

Job Announcement Number:
OS-08-06-SES

Overview

Director, Trust Review and Audit

Salary Range: 114,468.00 - 172,200.00 USD per year

Open Period: Thursday, July 31, 2008 to Tuesday, September 02, 2008

Series & Grade: ES-0340-00/00

Position Information: Full-Time Permanent

Duty Locations: 1 vacancy - Albuquerque & Kirtland AFB, NM

Who May Be Considered:

Applications will be accepted from all groups of qualified individuals.

Job Summary:

For purposes of this vacancy announcement only, this position is being advertised subject to Indian Preference, because of ongoing litigation in Indian Educators Federation v. Kempthorne, Civil No. 04-01215 (TFH) (D.D.C.). All qualified applicants are encouraged to apply. Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Please see How to Apply section.

NOTE: Special requirements for current and former political appointees. See How to Apply section for more information.

Are you interested in joining -

--An agency whose mission includes protecting and preserving America's special places, such as the Statue of Liberty, Yellowstone National Park, or the Grand Canyon?

--An agency whose responsibilities touch the lives of all Americans, and contributes to the Nation's environmental quality, economic vitality, and the

well-being of communities, including those of Native Americans, Alaska Natives and affiliated Islanders?

The Department of the Interior has a multifaceted mission that combines natural resource protection, recreation, natural resource use, services to communities and individuals, and biological and earth sciences. We are seeking individuals who share a passion for our country's most valuable resources and a commitment to obtaining, training, and retaining a highly skilled and diverse workforce needed to accomplish our exciting and challenging mission.

The Department of the Interior:

- * Manages one in every five acres of land in the United States.
- * Operates more than 800 dams and irrigation facilities.
- * Oversees water projects that irrigate lands generating 60 percent of our Nation's vegetables.
- * Manages lands and waters that generate one-third of the Nation's domestic energy supply.
- * Undertakes research and provides scientific information to advance our knowledge of our surroundings.
- * Serves American Indians, Alaska Natives, and affiliated island communities.
- * Works with States to restore abandoned mine land sites and protects communities.
- * Manages 388 national park units and 542 wildlife refuges.

Duties

Management and Budget, in conducting oversight, audit and corrective action coordination, tracking findings, and providing guidance on best practices to improve performance and rating.

The Director manages three branches, with a base of 25 employees, responsible for review and audit of external and internal compliance concerns. The Office uses a multi-disciplinary team approach to review trust risk management techniques in a structured review and audit process for Indian trust operations and related trust operations.

Through a risk management oversight and auditing program, the Director continuously monitors, through program audits, the effectiveness of the internal and management control programs utilized to accomplish the Department's Indian fiduciary trust asset management responsibilities. This includes:

- * Reviewing and testing the validity of risk management programs designed to monitor the various internal management controls for trust assets management.
- * Auditing program performance of the Department's Indian trust asset management operations and activities.
- * Evaluating the sufficiency and effectiveness of the trust operations and associated internal, management and risk control programs.
- * Investigating allegations of fraud, waste and abuse in close coordination with the Office of the Inspector General.
- * Conducting and directing annual field level review and audit of Indian trust asset management and program operations under the provisions of the Self Governance Act of 1994 (25 U.S.C. 458cc(d)).
- * Compiling annually, the results of the field level reviews and audits and preparing a consolidated annual Risk Management Assessment Report on Indian trust asset management to the Department, and other entities.
- * Coordinating and partnering with oversight staff in OST, BIA, MMS, BLM and the Department's Office of Inspector General (OIG), as appropriate.

Serves as an advisor to plan and coordinate contracts ensuring that reviews, audits and evaluations of program activities are timely, that reports are prepared on a timely basis and/or makes recommendations to top management on the efficiency, economy, legality and effectiveness of operations at the program and field level resulting from review/audit findings. The Office coordinates and develops requirements for the correction of identified weaknesses.

Advocates the mastery of accounting and auditing theory, concepts, principles, standards, and practices of trust accounting and auditing in either government or private sector in order to apply innovative approaches, advanced techniques and experience/judgment to a variety of complex financial and system

operations and audits, in order to develop new theories, some of which have broad application and may represent pioneering efforts with national impact.

Implements and applies innovative approaches, advanced techniques, experience, and seasoned judgment to a variety of complex technical and system practices involving trust fund management and accounting for revenues. Evaluates compliance with extremely complex and comprehensive laws and regulations. Promotes the use of innovative technologies to ensure that information and records are secure, properly managed, and readily accessible.

Qualifications and Evaluation

Technical Qualifications:

1. Authoritative knowledge of and demonstrated competency in generally accepted fiduciary trust principles.
2. Authoritative knowledge of and demonstrated competency in trust fund creation, funding, management, investment, collection, disbursement, and termination.
3. Demonstrated ability to apply principles of trust responsibility to specific situations, such as asset management, fiduciary duties, and risk management.
4. Experience in and knowledge of program performance auditing.

Executive Core Qualifications:

ECQ 1 - LEADING CHANGE: You must have demonstrated an ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE: You must demonstrate the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 - RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN: This ECQ involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 - BUILDING COALITIONS: This ECQ involves the ability to build coalitions internally and with other Federal agencies, State and local governments,

nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

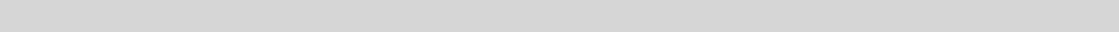
FUNDAMENTAL COMPETENCIES: The following competencies are the foundation for success in each of the Executive Core Qualifications: Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, and Public Service Motivation

You must be a U.S. citizen to qualify for this position.

You will be required to do some travel.

How You Will Be Evaluated:

Applicants who meet all the mandatory executive and technical qualifications will be evaluated by a panel of SES members to determine the degree to which they possess each of the listed qualifications. This evaluation will determine which applicants are best qualified. Total background, including experience, education, awards, self-development, and training will be reviewed. This information will be obtained from the application package, including the required narrative statements for the technical and Executive Core Qualifications described above.



Benefits and Other Information



* Our 3-part retirement program includes a social security benefit, a 401(k) type plan, and a defined benefit component based on years of employment and salary history.

* In addition to retiree health insurance benefits under the FEHB Program, you also will be eligible for Medicare.

* You will be able to choose among several options for life insurance coverage for both you and your family members.

* We offer the largest group long-term care insurance program in the country. As a new employee, you may be eligible to enroll by answering just a few simple questions. And you can tailor your benefits package to your own needs.

Other Information:

The applicant selected for this position will be required to file a Financial Disclosure Report, SF-278, and the supplemental form, Confidential Statement of Employment and Financial Interest, DI-278. All forms must be filed within 30 days after the selection for this position.

The sensitivity level of the position requires completion of a successful background investigation of the selectee. Prior to appointment, all applicants tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement


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

Legal and Regulatory Guidance

Privacy Act – Privacy Act Notice (P.L. 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Selective Service – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

How to Apply



by calling the servicing Human Resources Office on (202) 208-6702.

3. A narrative statement addressing each of the Executive and Technical Qualifications – experience (paid and unpaid), education, training, awards, and/or self-development activities as related to each. Each technical qualification and each ECQ must be addressed separately. The narrative addressing ECQs must follow the format provided at http://www.opm.gov/ses/references/SES_Quals_Guide_2006.pdf (Adobe Acrobat required) OR YOU WILL NOT RECEIVE CONSIDERATION. Narrative statements may not exceed 2 pages for each individual technical and each individual ECQ. IF YOU EXCEED THESE LIMITS YOU WILL NOT BE CONSIDERED.

4. Graduates of approved SES Candidate Development Programs must include a copy of the OPM certification of eligibility and a narrative statement addressing only the technical qualifications.

5. Current or former SES members must submit documentation of their SES status and a narrative statement addressing only the technical qualifications.

6. If a current Federal employee, a copy of a recent SF-50, Notification of Personnel Action, that indicates Federal status, grade, tenure, and type of service.

7. A copy of your most recent annual performance appraisal (from either the Federal or private sector).

8. Candidates are requested to complete the DI-1935, Applicant Background Survey, on a voluntary basis. Information will be used solely to review compliance with Federal law. Failure to complete this form will not affect consideration. The form can be found online at <http://www.doi.gov/diversity/di1935.htm>.

How to submit your application:

You must submit your application so that it will be received by 5 pm EDT on the closing date of the announcement. Your application may be hand-delivered, mailed or faxed to:

Minerals Management Service

Human Resources Office

1849 C Street, NW, MS-5540

Washington, DC 20240-0001

Telephone: 202-208-6702

Fax: 202-219-0148

If you mail your application, we recommend that you call the MMS Human Resources Office at 202-208-6702 prior to the closing date to confirm receipt. Telephone inquiries about this announcement also may be directed to the MMS Human Resources Office.

Applicants are reminded of the legal prohibition of submitting applications in postage-paid Government envelopes.

Contact Information:

Sandra Wheatley/Kenya Liptrot
Phone: 202-208-6702
Fax: 202-219-0148

Or write:

Department Of The Interior
1849 C Street, NW, MS 5540
Washington, DC 20240
US
Fax: 202-219-0148

What To Expect Next:

We will conduct a qualifications evaluation of applicants who supply all requested material. Qualified applicants will be rated and ranked by a panel. Best qualified candidates will be referred to the selecting official for further consideration and possible interview. You will be notified of the outcome after completion of the selection process.



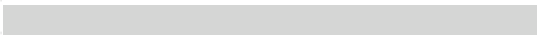
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Send Mail

Send Mail to:

Department Of The Interior
1849 C Street, NW, MS
5540
Washington, DC 20240
US
Fax: 202-219-0148



Questions?

For questions about this job:

Sandra Wheatley/Kenya
Liptrot
Phone: 202-208-6702
Fax: 202-219-0148

USAJOBS Control Number: 1296772

