Office of the District of Columbia Auditor

The Office of the District of Columbia Auditor is pleased to announce the following job opening:

Announcement No:	DCA-01-20	**Position:**	Analyst (CS 11/12/13)
Opening Date:	1/27/20	**Closing Date:**	Open Until Filled
If "Open until filled," First Screening Date:	1/28/20	**Salary Range:**	Grade 11 ($61,521 to $79,314) Grade 12 ($76,126 to $97,375) Grade 13 ($87,703 to $113,002)
Location:	717 14th Street, NW, Suite 900, Washington, D.C. 20005	**Work Schedule:**	8:30 AM - 5:00 PM
Promotion Potential:	Yes	**Area of Consideration:**	Open to the Public
Type of Appointment:	Career Service (CS) Permanent	**No. of vacancies:**	2

This position is not a collective bargaining unit.
All applicants must submit (1) an employment application with responses to the ranking factors and (2) a resume. Resumes submitted without an application will not be considered. Applications submitted without a resume will not be considered.

"Residency Preference Amendment Act of 1988:" AT THE TIME OF APPLICATION, an applicant may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, Form DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a DC 2000 form at the time of application; and (3) submit proof of bona fide District residency, as required, and maintain such bona fide District residency for a period of seven (7) consecutive years from the date of the appointment or promotion or <u>forfeit the position</u>. The preference will not be granted unless the claim is made at the time of application.

Brief Description of Duties:

This encompasses positions of Analyst CS 11, CS 12, and CS 13 in the Office of the District of Columbia Auditor (ODCA). ODCA is an independent agency that supports the Council of the District of Columbia. ODCA monitors, assesses, and reports on government operations through performance-based audits and evaluations to promote efficiency, accountability, and transparency. ODCA analysts review the programs and practices of the District government based on risk assessments and the priorities of the legislature and make recommendations to improve government performance. Specific activities, to be performed independently under the guidance of a senior manager include; research; reviewing financial and program records; conducting interviews; analyzing data; writing reports; and briefing supervisors and management. Incumbents help management develop project plans and schedules, and ensure that ODCA's projects conform to quality assurance standards and internal ODCA policies.

Primary duties include:
- ➢ Develop and draft project plans and engagement letters setting out objectives, scope, methodology and timeframe for individual ODCA projects;
- ➢ Research relevant laws, regulations, policies, procedures, and best practices;
- ➢ Design and conduct survey/risk assessments;
- ➢ Interview agency staff to gain an understanding of agency operations and internal controls;
- ➢ Gather, sample, and test data;
- ➢ Verify and reconcile information and evidence, as needed;
- ➢ Observe and analyze trends, patterns, and possible failures to meet statutory or other required standards, policies, procedures, and best practices;
- ➢ Prepare work papers and track reviews and approvals by supervisors;
- ➢ Draft preliminary findings;
- ➢ Review responses from the agency, program, or auditee;
- ➢ Revise drafts based on feedback received from supervisors and senior level employees as well as responses from the agency, program, or auditee;
- ➢ Draft final report or parts of reports, including findings and recommendations;
- ➢ Serve as a team leader on projects and/or assist junior staff members and other project team members with project tasks;
- ➢ Provide technical assistance and recommendations to ODCA management to improve ODCA's products, services, processes, and performance standards;
- ➢ Brief supervisors and senior level management throughout each project, program evaluation, or audit, as required; and
- ➢ Help management ensure that ODCA's projects and project reports meet quality assurance standards.

Qualifications/Requirements: Incumbents of these positions will be required to complete work assignments within required timeframes. Work primarily is performed in an office setting, although approximately 50 percent of the incumbent's time may be spent off-site. Due to the delicate and confidential nature of audit work involved, incumbent exercises extreme discretion in discussing information concerning audits handled by ODCA.

The incumbents of these positions have regular contact with officials from other District government agencies. The CS 11 to CS 13 positions have promotion potential to more senior levels with increasing levels of responsibility after one year in-grade at the lower level position. For promotion from a CS 13 position, the incumbent will have to apply/compete for a Management position.

Educational Requirements:
The incumbents of these positions will possess at least a bachelor's degree from an accredited college or university in political science, public policy, public administration, accounting, business administration, or another field relevant to the work performed by ODCA.

General Experience:

The **CS 11 to CS 13** Analyst will have the following **required** skills:
- ➢ Excellent written and verbal communication skills;
- ➢ The ability to work well under pressure and multi-task;
- ➢ Superior organizational and interpersonal skills; and
- ➢ A working knowledge of Microsoft Office applications (i.e. Excel and Word).

The **CS 11 to 13** Analyst position also will have one or more of the following **preferred** skills:

> ➢ Relevant experience in policy or legislative analysis, governmental accounting, program evaluation, risk assessment, trend analysis, or financial analysis;
> ➢ Knowledge of the District of Columbia government's activity, missions, organizations, functions, and operations;
> ➢ Demonstrated ability to research and prepare reports;
> ➢ Experience working in local, state, or federal government or in a nongovernmental organization that provides public services; or
> ➢ A graduate degree in a relevant field.

CS 11
The CS 11 Analyst position also will have the following additional **required** skills in addition to meeting the requirements listed above:

> ➢ 1 to 2 years of relevant experience in legislative or policy analysis, governmental accounting, program evaluation, risk assessment, trend analysis, or financial analysis.

CS 12
The CS 12 Analyst position also will have the following additional **required** skills in addition to meeting the requirements for the lower grade positions:

> ➢ 2 to 5 years of relevant experience in legislative or policy analysis, governmental accounting, program evaluation, risk assessment, trend analysis, or financial analysis.

CS 13
The CS 13 Analyst position also will have the following additional **required** skills in addition to meeting the requirements for the lower grade positions:

> ➢ 5 to 8 years of relevant experience in legislative or policy analysis, governmental accounting, program evaluation, risk assessment, trend analysis, or financial analysis; and
> ➢ Demonstrated ability to serve as a team leader on projects and assist junior staff members and other team members with project tasks.

The CS 13 Analyst will also have one or more of the following **preferred** skills:

> ➢ Knowledge of the District of Columbia government's activity, missions, organizations, functions, and operations;
> ➢ Experience working in a local, state, or federal government oversight agency;
> ➢ Demonstrated ability to gather and assemble facts and recommend conclusions and solutions;
> ➢ Demonstrated ability to research and prepare reports;
> ➢ Experience using TeamMate; or
> ➢ A graduate degree in a relevant discipline.

Competencies Required (CS 11 to CS 13):

Personal accountability. Operates with transparency and integrity. Demonstrates personal responsibility for the completion of work assignments as prescribed. Leverages experience and effective problem solving to overcome hurdles.

Communicates effectively. Demonstrates openness, candor, and respect, in communicating with colleagues. Presents ideas and information verbally and in writing in a clear, concise, and readily understood manner.

Collaboration. Is open, courteous, and collegial. Solicits and values input and participation from colleagues. Recognizes and believes in the importance of teamwork.

Technical proficiency. Is well-informed on issues in the District government, and seeks to be current on national trends in state and local government and the audit/assessment profession.

Additional Competencies Required for CS 13:

Project Management. Exercises project management and leadership skills to manage projects to produce the highest quality outcomes efficiently and within appropriate time frames.   Leadership. Creates and nurtures a performance-based culture that supports efforts to realize the District government's mission and accomplish its goals. Inspires, motivates, and guides others, and partners with others to ensure goals are met.

Ranking Factors:
1. Demonstrated knowledge and experience in government or other related public service.

2. Demonstrated skills and ability in researching, interpreting, and analyzing legislation, regulations, and agency policies and performance.

3. Demonstrated knowledge and experience applying Generally Accepted Government Audit Standards (GAGAS) including the ability to develop project plans and recommendations to improve policies and practices.

4. Demonstrated knowledge and experience in writing and editing final reports that inform and explain complex issues.

5. Demonstrated skills and ability in developing and providing both oral and written communication to senior management and stakeholders.