



U.S. Department of  
Health and Human Services

# Office of Inspector General Mission Critical Positions



## General Information

*HHS is an equal opportunity employer. Selection will be based solely on merit without regard to race, color, religion, age, gender identity, national origin, disability, sexual orientation, marital or family status, genetic information or other differences.*

### Career Information by Component

Mission critical positions are key to accomplishing strategic programs and goals, and these occupations most directly affect mission success. Following are positions critical to the mission of the Department of Health and Human Services, Office of Inspector General (HHS-OIG) and are identified as having the greatest impact on the organization's goals and objectives. Please note that this list is not inclusive of all the positions in our agency. For more information about open positions at HHS-OIG, visit our [CURRENT VACANCIES](https://oig.hhs.gov/careers/) at <https://oig.hhs.gov/careers/>.

MISSION CRITICAL POSITIONS







The Office of Audit Services (OAS) provides auditing services for HHS, either by conducting audits with its own audit resources or by overseeing audit work done by others. Audits examine the performance of HHS programs and/or its grantees and contractors in carrying out their respective responsibilities and are intended to provide independent assessments of HHS programs and operations. These audits help reduce waste, abuse, and mismanagement and promote economy and efficiency throughout HHS.

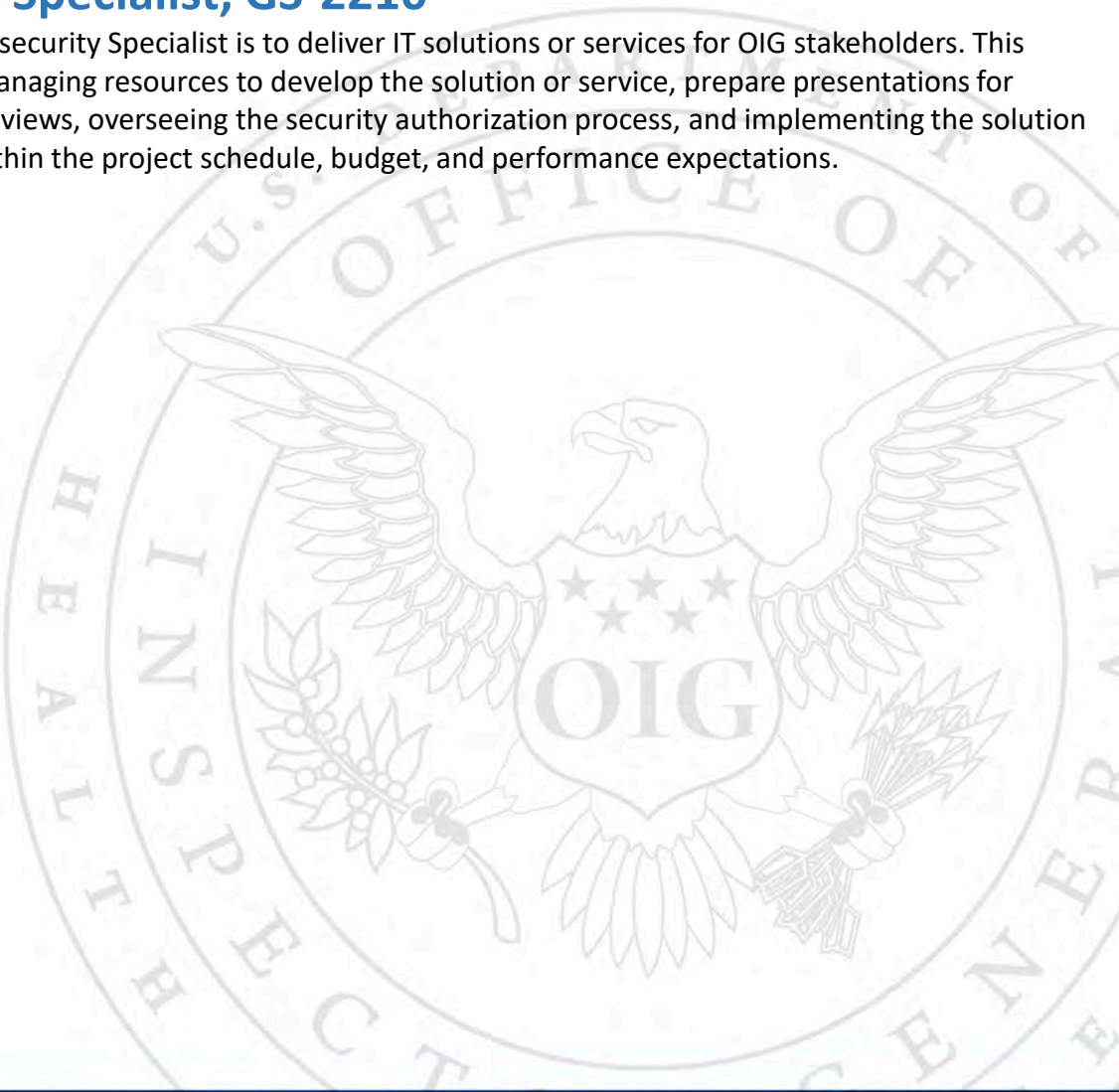
### **Auditor, GS-0511**

The employee provides audit services to all management levels within the areas serviced by the Regional Office and conducts audits which include examination of the operations of the Department, its grantees and contractors; and review of reports of audits conducted by non-HHS auditors. Examines financial transactions, accounts, and reports, including an evaluation of compliance with applicable laws and regulations. Prepares draft of memoranda transmitting reports to appropriate program offices including a summary of significant findings.

### **Cybersecurity Specialist, GS-2210**

The purpose of a Cybersecurity Specialist is to deliver IT solutions or services for OIG stakeholders. This involves successfully managing resources to develop the solution or service, prepare presentations for required governance reviews, overseeing the security authorization process, and implementing the solution on the OIG network within the project schedule, budget, and performance expectations.

MISSION CRITICAL POSITIONS



U.S. Department of Health and Human Services  
**Office of Inspector General**  
**Office of Investigations**



The Office of Investigations (OI) mission is to protect the integrity of the programs administered by the U.S. Department of Health and Human Services (HHS). OI conducts criminal, civil, and administrative investigations of fraud and misconduct related to HHS programs, operations, and employees. Our special agents have full law enforcement authority and effect a broad range of actions, including the execution of search warrants and arrests. We use traditional as well as state-of-the art investigative techniques and innovative data analysis to fulfill our mission.

### **Criminal Investigator, GS-1811**

The purpose of the Criminal Investigator is to plan, coordinate, conduct, and lead investigations, including those of an extremely complex nature. Defines the investigative objectives and boundaries. Identifies resources and staffing, including cooperation with other law enforcement agencies in conducting investigations. Assembling evidence that comes from investigators assigned in multiple nationwide locations. Organizes and schedules ongoing investigative activities, and revises plans and reschedules assignments as unexpected problems requiring new lines of inquiry evolve.

### **General Investigator, GS-1810**

The purpose of the General investigator is to conduct criminal, civil, and administrative investigations of fraud, waste and abuse and misconduct related to HHS programs, operations and employees, utilizing state of the art technologies and law enforcement tools. The employee receives and generates own case assignments that may include high profile violations involving extremely complex and egregious behavior related to health care fraud. Works with supervisor to establish priorities and plan work objectives.

### **Investigative Analyst GS-1805**

The purpose of the Investigative Analyst is to assist Criminal Investigators in the planning, coordinating, and conducting civil, criminal investigations and qui tams, including those of an extremely complex nature. Analyzing data from a variety of sources to develop trends, patterns, profiles, estimates, studies, and tactical information utilizing established intelligence techniques. Assisting in interviews with program officials, health care providers, and other Federal and State investigative staff. Conducting highly complex analyses which may impact other cases nationwide and include multi-jurisdictions.

MISSION CRITICAL POSITIONS





The Office of Management & Policy (OMP) provides mission and administrative support to the OIG. OMP focuses on customer satisfaction, reliability, innovation, and continuous improvement. OMP oversees a diverse portfolio, which includes budget formulation, execution, and funding of the State Medicaid Fraud Control Unit grant program; human capital planning; information technology solutions; and administrative services.

### Cybersecurity Specialist, GS-2210

The purpose of a Cybersecurity Specialist is to deliver IT solutions or services for OIG stakeholders. This involves successfully managing resources to develop the solution or service, prepare presentations for required governance reviews, overseeing the security authorization process, and implementing the solution on the OIG network within the project schedule, budget, and performance expectations.

### Information Technology (IT) Specialist, GS-2210

The purpose of an IT Specialist is to serve as an OIG-wide information technology specialist and technical expert/advisor to OIG management officials and IT technical staff in the areas of:

- Technology Business Management (TBM) project management,
- Enterprise Architecture planning and execution and
- Oversight and coordination of OIG-wide IT financial reporting.

The employee must maintain comprehensive knowledge of Portfolio and Technology Business Management (TBM) practices; to include Federal regulations, policies and procedures; and participates in the development of HHS and OIG directives, policies and procedures, which comply with requirements of Federal regulatory agencies.

### Budget Analyst, GS-0560

The purpose of the Budget Analyst is to perform a variety of budget execution and monitoring functions in support of the Office of Management and Policy, Budget Division's mission and program objectives. Works with managers and program specialists in the development of annual work plans and schedules for the execution of approved budgets. Negotiates budget funding amounts, timing and changes with program managers, monitoring budget, recommending reprogramming of funds as needed. Interprets regulations, directives and polices and provides advice and assistance to program managers.

### Contract Specialist, GS-1102

The purpose of a Contract Specialist is to support agency-wide procurement programs, audit/review programs or their components and plan, negotiate, lead, and/or administer complex procurement of goods, systems, or services with specialized, state-of-the-art, critical or scarce requirements. Negotiates with potential contractors to obtain final proposal revisions and to develop final contract provisions and terms.

### Grants Management Specialist, GS-1109

OIG's Grants Management Officer performs grants management and other non-programmatic aspects of all grant awards to state Medicaid Fraud Control Units, ensuring the efficient operation of the program for OIG. The position ensures that the OIG and grantee staffs fulfill legal and regulatory requirements related to the proper handling of grants policy, grant funding and payment, draw downs, and grant closure in the MFCU program.



## Office of Counsel to the Inspector General

The Office of Counsel to the Inspector General (OCIG) provides general legal services to OIG, rendering advice and opinions on Health and Human Services (HHS) programs and operations and providing all legal support for OIG's internal operations. OCIG represents OIG in all civil and administrative fraud and abuse cases involving HHS programs, including False Claims Act, program exclusion, and civil monetary penalty cases. In connection with these cases, OCIG also negotiates and monitors corporate integrity agreements. OCIG renders advisory opinions, issues compliance program guidance, publishes fraud alerts, and provides other guidance to the health care industry concerning the anti-kickback statute and other OIG enforcement authorities.

### Attorney, GS-0905

The purpose of the Attorney is to provide legal advice and other legal support to the Inspector General (IG) and other designated staff on matters relating to OIG audits, inspections, and investigations of HHS programs. Conducts research involving difficult legal issues and complex cases concerning the interpretation, application and enforcement of agency statutes, rules and regulations. Analyzes pertinent factual and legal issues to determine the overall impact or potential impact on Department and OIG programs and activities. Reviews Department policies and activities on behalf of the OIG and prepares written material and briefings on problems likely to be encountered and develops recommended courses of action or possible alternatives to reach an appropriate disposition

### Investigative Analyst, GS-1805

The purpose of an Investigative Analyst is to assist in the administration of the Office of Investigations (OI) exclusion program. The incumbent executes Exclusions Branch (EB)-related assignments utilizing experience and sound judgment in applying regulations, procedures, and guidelines governing the exclusion program. Performs tasks related to preparing data elements for the publication of the LEIE to the OIG's public website distribution to Federal partners and public users in accordance with established data sharing agreements or policy.

MISSION CRITICAL POSITIONS





## Office of Evaluation & Inspections

The Office of Evaluation and Inspections (OEI) conducts national program evaluations to provide HHS, Congress, and the public with timely, useful, and reliable information on significant issues. These evaluations focus on promoting economy, efficiency, and effectiveness of HHS programs and protecting the beneficiaries it serves. OEI reports provide practical recommendations for improving policy, procedures, and program operations and data analysis to support decision-making.

### Social Science Research Analyst, GS-0101

The purpose of the Social Science Research Analyst is to plan, design, and perform evaluations, applied research, performance oversight, and policy analyses on HHS programs. The employee participates in all aspects of the inspection process. Participates in the review and research/evaluation of pre-inspection findings of the assigned team. Plans and coordinates the development of inspection packages for each project to be used by members of the inspection team to ensure consistency in the inspections conducted throughout the United States. Reviews, analyzes, and evaluates statistical data submitted by the study participants.

MISSION CRITICAL POSITIONS

