

**Federal Maritime Commission  
Office of the Inspector General**

**Inspector General, GS-301-15  
Occupational Assessment Questionnaire**

Name: \_\_\_\_\_

Vacancy Announcement Number: 2013-01-MP

**SECTION I. THIS SECTION RELATES TO MINIMUM QUALIFICATIONS FOR THE POSITION.**

**Carefully read the following descriptions of experience. Select the one that best describes your qualifications for the Inspector General, GS-301-15 position. Make sure your application supports the response that you select. You must address the specific specialized experience required for this position on your application or you will be rated “ineligible.” Your application must include the average hours worked per week. Mark only 1 response.**

- A.** I have 52 weeks of specialized experience, equivalent to the GS-14 grade level in the Federal service. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Combinations of education and experience are not acceptable.

Examples of specialized experience may include: experience in conducting investigations or audits and preparing appropriate related reports to identify and propose corrective or legal actions; **OR** experience in applying laws and regulations applicable to the conduct of business by Federal, State, or local government agencies, employees, or private organizations including laws governing audits and investigations; **OR** experience in planning and directing an audit and investigative program to detect and prevent fraud, waste and abuse in agency programs; **OR** experience in conducting investigations or audits of the full scope of agency operations, and developing policies, procedures, and internal controls to ensure regulatory compliance. Such experience may have been gained while performing work as an Inspector General, Assistant Inspector General, a senior member of an Inspector General staff, Investigator, or other similar positions that allowed the applicant to independently perform auditing and investigative assignments and to brief management officials on findings.

- B.** My experience is not reflected in the above statement.

**Do you have knowledge of and skill in applying auditing or investigative practices and techniques in order to develop, direct, and execute the audit and investigative operations in a Federal, State and/or local government agency or private organization?**

Yes

No

**SECTION II. THIS SECTION RELATES TO THE QUALITY OF YOUR EXPERIENCE AND THE EXTENT TO WHICH YOU POSSESS THE COMPETENCIES REQUIRED FOR THE POSITION. FOR EACH TASK IN THE FOLLOWING GROUP, CHOOSE THE STATEMENT FROM THE LIST BELOW THAT BEST DESCRIBES YOUR EXPERIENCE, EDUCATION, AND/OR TRAINING. PLEASE SELECT ONLY ONE LETTER FOR EACH ITEM.**

**RESPONSE DESCRIPTIONS:**

- A. I have no education, training, or experience related to performing this task.
- B. I have had education or training in performing the task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

**Competency: Technical Competence**

**Competency Definition:** Knowledge of investigative and auditing standards, policies, procedures and techniques in order to develop, direct, and execute the audit and investigative program operations of an agency.

Questions	A	B	C	D	E
Independently develop, direct and execute the audit, investigative and support operations of an agency.					
Use investigative practices and techniques to develop, direct, and execute investigative operations of the agency.					
Plan and direct audits of agency programs to: (1) examine the agency's financial transactions, accounts, and reports including evaluations of compliance with applicable laws and regulations; (2) review the efficiency and economy of agency programs; (3) determine whether desired results are achieved.					
Use auditing standards, policies, and procedures established by governing bodies in order to analyze work related to developing and executing audit policies and programs.					

**Competency: Accountability**

Competency Definition: Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Questions	A	B	C	D	E
Establish program emphasis and goals and develop plans, policies, issues and pertinent regulations, guidelines and instructions to achieve them.					
Direct or lead functions involving selection, promotion, making work assignments, evaluating performance, ensuring training and development of employees, awards recognition, and taking disciplinary actions as necessary.					
Review existing and proposed rules and regulations concerning agency programs and operations and make recommendations concerning the impact of such legislation on the economy and efficiency of programs.					

**Competency: Internal Controls**

Competency Definition: Knowledge of the principles, methods, and techniques for establishing internal control activities (for example, authorizations, verifications, reconciliations), monitoring their use, and evaluating their performance (for example, identification of material weaknesses or significant deficiencies).

Questions	A	B	C	D	E
Perform quality assurance and internal control reviews of agency operations.					
Manage contract performance for various financial and auditing assignments with executives of contracting organizations.					
Manage projects, staff, financial and other resources to develop plans, policies, and utilize pertinent regulations, guidelines, and instructions to accomplish these tasks.					

**Competency: Legal, Government, and Jurisprudence**

Competency Definition: Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Questions	A	B	C	D	E
Apply and interpret laws, precedents, regulations, legal codes, and court procedures.					
Manage the staff, projects of the office, financial and other resources in accordance with laws, regulations, and public policy, to achieve intended program results efficiently, economically, and effectively.					

Questions	A	B	C	D	E
Ensure that effective mechanisms are in place for coordination and liaison with the accountability community and other agencies (i.e. Government Accountability Office and the Department of Justice).					
Provide assistance to attorneys in the preparation and conduct of criminal and civil proceedings involving agency employees, employees of other government organizations, and others doing business with the agency and reports expeditiously to the Attorney General.					

**Competency: Writing**

Competency Definition: Recognizes or uses correct English grammar, punctuation, and spelling, communicates information (for example, facts, ideas, or messages) in a succinct and organized manner, produces written information, which may include technical material, that is appropriate for the intended audience.

Questions	A	B	C	D	E
Submit reports to senior management in accordance with external reporting requirements e.g., to Congress.					
Prepare reports that include recommendations for corrective action, a summary of any matters referred to prosecutive authorities, and the prosecutions and convictions which have resulted.					
Prepare audit or investigative findings through explanation and/or reports to include condition, cause, effect, and recommendations.					