

Vacancy: Attorney Advisor (IHS and Procurement) (Open to the Public) (HHS-OIG-DE-23-11712694)

Open & closing dates

11/28/2022 to 12/09/2022

About the Office

The Office of Inspector General (OIG) for HHS fights fraud, waste and abuse in HHS programs including Medicare, Medicaid, Healthcare Marketplaces, NIH, FDA, CDC and more. OIG HHS is the largest Federal inspector general's office, employing a nationwide network of auditors, investigators, attorneys, and evaluators to provide program recommendations to decision-makers, distribute educational resources to the industry and public, and investigate cases to root out fraud.

OIG is ranked as the #1 agency in HHS by the [Partnership for Public Service's "The Best Places to Work in the Federal Government"](#) 2021 ratings.

With a staff of more than 120 professionals, the Office of Counsel to the Inspector General (OCIG) provides all legal services for OIG. The office is divided into six branches. The Advice Branch fulfills the role for OIG similar to the role fulfilled by a typical government general counsel's office. Advice attorneys support OIG's auditors, evaluators, law enforcement agents and its management and policy staff. Advice attorneys handle a wide range of topics, including legal reviews of audits, evaluations and other written products created by the other OIG components, contracts, subpoenas, law enforcement questions, employment issues, internal inquiries, ethics, privacy, whistleblower reprisal issues, and constitutional tort claims.

For more information about the HHS Office of Inspector General, go to <http://oig.hhs.gov/>.

Job Description

OIG is seeking an experienced attorney to serve in the Advice Branch. The Attorney Advisor will be responsible for providing legal advice to OIG related to HHS programs, with an emphasis on OIG's oversight of the Indian Health Service and the Department's implementation of the Infrastructure Investment and Jobs Act (IIJA) (P.L. No. 117-58) and procurement and fiscal law. This is a permanent, full-time position. The position will be either be an Associate Counsel (GS-13) or Senior Counsel (GS-14), depending on the attorney's level of experience. This position has promotion potential to the GS-15 level.

The Attorney Advisor will:

- Provide legal advice to OIG's auditors, evaluators, investigators, and other staff;
- Provide legal review of audits, evaluations, and other written products created by OIG components;
- Train various OIG components about the Inspector General (IG) Act, IG jurisdiction, records access, and laws, regulations and policies pertinent to HHS programs; and
- Assist with special inquiries concerning current issues affecting HHS.

About 50 percent of the attorney's time will focus on providing advice to clients within OIG who are conducting oversight of the Department's implementation of the IJA and the Indian Health Service's Sanitation Facilities Construction Program. OIG's work in this area is looking at the impact of IJA-funded construction projects and the use of IJA funds by recipients. The attorney will provide advice on the scope of OIG's authorities under the Inspector General Act of 1978. In addition, the attorney will provide advice on program requirements in the IJA, the Indian Self-Determination and Education Assistance Act (P.L. No. 93-638), and other laws relevant to OIG's activities in Indian Country; Federal regulations; contract, grant, and cooperative agreement terms and conditions; and other guidance governing the use of program funds. The attorney will review OIG IJA-related audits and evaluations at all stages from pre-design to draft and final product. The attorney will provide legal support on IJA-related fraud scheme investigations, including providing investigative legal support, subpoena review, and training on fraud case development within the program area. The attorney will also advise OIG components on OIG's proper use of IJA funding to ensure compliance with fiscal laws.

The other 50 percent of the attorney's time will focus on providing advice and litigation support for procurement and appropriations related matters, including but not limited to, assisting with acquisition planning, legal review of contract actions, contract awards, bid protests, contract administration, contract payment issues and disputes as well as contractor performance issues. The attorney will provide client support during the contract development phase, including providing advice and counsel on the best contracting approach as well as advising on contract regulations, Federal funding restrictions, appropriations issues, and other laws and regulations that may impact how the client acquires the needed goods or services. The attorney will provide advice on work products involving contracts (e.g., contract fraud investigations, audits of contract-related matters, etc.). Prior experience working on contractor or appropriations fraud investigations, audits or evaluations is a plus. The incumbent will also be responsible for assisting the OIG Acquisitions Division and other components in drafting and preparing procurement, budget and appropriations related policies, procedures and guidelines.

Conditions of Employment

- U.S. Citizenship required.
- Males born after December 31, 1959 must be registered or exempt from Selective Service - <http://www.sss.gov>.
- Suitable for federal employment determined by background investigation.
- Two-year trial period may be required.

- Must maintain membership and good standing with the bar association in a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico.

Qualifications

Pay Plan-Series-Grade: GS-0905-13/14

Area of Consideration: US Citizens

Position Information: Permanent

Number of Job Opportunities & Location(s): 1 Vacancy – Location Negotiable

Salary: \$106,823 to 164,102 Per Year

Applicants must meet all the qualification requirements, including education, and any selective placement factors described below by the closing date of this announcement. Education used as part of an application package will only be considered if complete transcripts are submitted and must be from an accredited institution as recognized by the U.S. Department of Education. To see if your institution is accredited, please follow this link: <http://ope.ed.gov/accreditation/Search.aspx>

Positive Education Requirement: This position has a position education requirement, as indicated below. **A complete transcript showing relevant coursework and degrees must be submitted with your application package.** A list of completed courses or incomplete transcripts will not be accepted.

Minimum Requirements:

Applicants must have graduated with a Juris Doctorate (JD) or Bachelor of Laws (LL.B.) from a law school accredited by the American Bar Association and must be a current member, in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar association.

GS-13: Applicants must have two (2) years of professional legal experience post bar admission, with one year equivalent to at least the GS-12 grade level.

GS-14: Applicants must have three (3) years of professional legal experience post bar admission, with one year equivalent to at least the GS-13 grade level

Qualifying experience should demonstrate:

- Experience serving as an authority on legal issues related to Federal Indian law and/or Federal grants, contracts, or fiscal law in an independent manner; and
- Experience coordinating and communicating on complex legal and policy issues relating to Federal Indian law and/or Federal grants, contracts, or fiscal law.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience. Your resume should include the dates of all qualifying experience (from month/year to month/year) and the number of hours worked/volunteered per week.

Education

Applicants must be graduates of a full course of study in a School of Law accredited by the American Bar Association and be a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Applicants will be required to provide proof of good standing after selection.

Required Documents

As a new or existing federal employee, you and your family may have access to a range of benefits. Your benefits depend on the type of position you have - whether you're a permanent, part-time, temporary or an intermittent employee. You may be eligible for the following benefits, however, check with your agency to make sure you're eligible under their policies.

All applicants are required to submit the following supporting document type(s):

- Cover Letter (2 pages or less - Must describe your interest in the position and address your experience providing legal advice on matters related to Federal Indian Law, grants contracts, or fiscal law)
- Resume
- Responses to the Assessment Questionnaire
- Federal Employees - Most Recent SF-50 (indicating position title, series, grade and step)
- Performance Appraisal [received within last 18 months w/final rating and signatures (if available)]
- Law School Transcripts (unofficial)
- Proof of Active Bar Status
- Legal Writing Sample (10 pages or less)

Applicants may also submit the following supporting document type(s), which may not be required for all applicants:

- Veterans' Preference documentation - If you are a veteran, you must submit a copy of your DD Form 214, Certificate of Release or Discharge from Active Duty (Member Copy - 4) and, if applicable, and Application for 10-Point Veterans Preference and an official document dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces that supports your claim.
- CTAP/ICTAP documentation
- Reasonable Accommodation documentation

Financial Disclosure: **This position may be subject to financial disclosure requirements and must be filed within 30 days of the appointment. For more information about Financial Disclosure and OGE Form 450, you may go to the Office of Government Ethics website at www.oge.gov and select Financial Disclosure. Frequently Asked Questions can be found at <http://www.oge.gov/Financial-Disclosure/Confidential-Financial-Disclosure-450/OGE-Form-450-FAQs/OGE-Form-450-FAQs/>.**

For Most Effective Resumes Tips visit: https://help.usajobs.gov/index.php/Most_Effective_Resumes

Please visit the YouTube Link for additional Tips: <https://www.youtube.com/watch?v=bqYkibnuiJU>

Evaluation Factors

Applicants will be evaluated based on if the applicant meets the job requirements and how well the application package (cover letter, resume, etc.) demonstrates the applicant's ability to carry out the duties and responsibilities of the position.

How to Apply

To begin the process, click the Apply Online button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the assessment questionnaire. Please ensure you click the Submit My Answers button at the end of the process.

A complete application package for this vacancy must be received on-line via the USA Staffing web site by 11:59 PM (EST) on **12/09/2022** to receive consideration. Mailed/emailed applications will not be accepted.

Note: To return to a previously Saved or Incomplete application you may use the following link: <https://applicationmanager.gov>.

If you are unable to apply online and have the required information, please call 1-478-744-2360 to start your Alternate Application. You will be connected with a member of our staff who will initiate the Alternate Application process. More information on the Alternate Application process can be viewed at the following

link: https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information.

Questions regarding this vacancy or the application process should be directed to the HR Specialist.

Salary

This position is being advertised at the GS-13-14 level. All attorney positions within OCIG have promotional potential to the GS-15 level.

Travel

Occasional travel may be required.

Location/Relocation expenses

Location negotiable. Your position may be eligible for workplace flexibilities that may include remote work or telework options, and/or flexible work scheduling. These flexibilities may be requested in accordance with agency policy. Relocation expenses will not be paid.

Additional Information

Vaccination Mandate: In accordance with Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to exceptions that may be required by law. If selected, you will be

required to submit proof of vaccination before your entrance on duty. Your HR Consultant will provide a list of documents acceptable as proof of vaccination and instructions for how to submit a request for a legally required exception, if needed, to comply with vaccination requirement.

Telework Posture: The HHS-OIG Office of Counsel to the Inspector General (OCIG) has a generous telework policy that applies to its employees. Due to the COVID-19 pandemic, there may be instances in which, if selected, you may be expected to telework upon your appointment based on CDC COVID-19 community levels in your duty station location. At this time employees have returned to the office in accordance with their designated telework agreements. Your position may be eligible for workplace flexibilities which may include remote work or telework options, and/or flexible work scheduling. These flexibilities may be requested in accordance with agency policy.

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please send an email to Advice.Resumes@oig.hhs.gov.

Fair and Transparent

OIG is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, on the basis of personal favoritism, or any non-merit factor. OIG welcomes and encourages applications from persons with disabilities. OIG is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, OIG considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must indicate their preference in their cover letter or resume and they must submit supporting documentation (e.g., DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) which verifies their eligibility for preference. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, http://www.opm.gov/forms/pdf_fill/sf15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)).

