



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-02-21	Position:	Analyst (CS 11/12/13)
Opening Date:	3/1/21	Closing Date:	Continuous
If "Open until filled," First Screening Date:	Continuous	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	No. of vacancies:	1

This position is not a collective bargaining unit.

All applicants must submit (1) responses to the critical thinking exercises, (2) an employment application with responses to the ranking factors (as applicable) and (3) a resume. Resumes submitted without an application and critical thinking responses will not be considered. Applications submitted without a resume and critical thinking responses 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 forfeit the position. The preference will not be granted unless the claim is made at the time of application.

Brief Description of Duties:

The Office of the District of Columbia Auditor (ODCA) seeks a highly qualified Analyst. ODCA analysts review the operations of the District government based on risk assessments and the priorities of the legislature and make recommendations to improve government performance. Our analysts are independent thinkers dedicated to improving the economy, efficiency, and accountability of the District government. The incumbent performs research; reviews financial and program records; conducts interviews; analyzes data; writes reports; and briefs 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:

- 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;
- 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;
- 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 this position will be required to complete work assignments within required timeframes and has regular contact with officials from other District government agencies. 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 the Office of the District of Columbia Auditor.

The CS 11/12/13 positions have promotion potential to more senior levels upon demonstrating increasing levels of responsibility after one year in-grade at the lower level position noted briefly as follows:

CS 11 to CS 12 – Guide and coordinate the work of junior staff, coordinate presentations at meetings, and incorporate work product of junior staff into draft and final reports.

CS 12 to CS 13 - Conduct complex audits; lead an audit team; and review and approve work papers by junior staff with minimal supervision.

CS 13 – Design and conduct survey/risk assessments; lead entrance, close-out, and exit meetings; and conduct in-house briefings. For promotion from a CS 13 position, the incumbent must apply/compete for a CS-14 or 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 of the District of Columbia Auditor.

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;
- A working knowledge of Microsoft Office applications (i.e. Excel and Word).

CS 11

The incumbent for 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 incumbent for 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 incumbent for 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 11 to CS 13** Analyst positions 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 non-governmental organization that provides public services; or
- A graduate degree in a relevant field.

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 in writing and editing final reports that inform and explain complex issues.
4. Demonstrated ability to develop project plans and recommendations to improve policies and practices.
5. Demonstrated skills and ability in developing and providing both oral and written communication to senior management and stakeholders.