# POSITION DESCRIPTION

**Inspector General**

|  |
| --- |
| **OVERVIEW** |
| Senate Committee | The majority of inspectors general (IGs) go through the Homeland Security and Governmental Affairs Committee and one other committee. The IGs at the Office of Personnel Management, General Services Administration and Department of Homeland Security only go through the Homeland Security and Governmental Affairs Committee. The IG at the CIA only goes through the Intelligence Committee. |
| Agency Mission | To conduct and supervise audits and investigations relating to the programs and operations of the establishments listed in section 12 of the Inspector General Act of 1978, as amendedTo provide leadership and coordination, and recommend policies, for activities designed to promote economy, efficiency and effectiveness in administering audits and investigations, and to prevent and detect fraud and abuse in programs and operationsTo provide a means for keeping the head of the establishment and Congress fully and currently informed about problems and deficiencies relating to the administration of programs and operations, and the necessity for, and progress of, corrective action |
| Position Overview | The nation’s 72 federal inspectors general provide critical oversight of government agencies, helping uncover waste, fraud and abuse, saving taxpayers billions of dollars each year and pinpointing areas for improvement, all so agencies can better serve the needs of Americans. |
| Position Reports to | Each inspector general shall report to and be under the general supervision of the head of the establishment involved or, to the extent such authority is delegated, the officer next in rank below such head, but shall not report to, or be subject to supervision by, any other officer of such establishment. Neither the head of the establishment nor the officer next in rank below such head shall prevent or prohibit the inspector general from initiating, carrying out or completing any audit or investigation, or from issuing any subpoena during the course of any audit or investigation. (Inspector General Act of 1978)  |
| **RESPONSIBILITIES** |
| Management Scope | The IG heads the Office of the Inspector General (OIG) at his or her agency. OIG size varies by agency (see appendix). |
| Primary Responsibilities | * Provides policy direction for, and conducts, supervises and coordinates audits and investigations relating to the programs and operations of his or her department or agency
* Reviews existing and proposed legislation and regulations relating to programs and operations his or her agency and makes recommendations in the semiannual reports required by section 5 (a), concerning the impact of such legislation or regulations on the economy and efficiency in the administration of programs and operations administered or financed by the agency, or the prevention and detection of fraud and abuse in its programs and operations
* Recommends policies for, and conducts, supervises or coordinates other activities carried out or financed the agency for the purpose of promoting economy and efficiency in the administration of, or preventing and detecting fraud and abuse in, its programs and operations
* Recommends policies for, and conducts, supervises or coordinates relationships between his or her agency and other federal agencies, state and local governmental agencies, and nongovernmental entities with respect to all matters relating to the promotion of economy and efficiency in the administration of, or the prevention and detection of fraud and abuse in, programs and operations administered or financed by such establishment or the identification and prosecution of participants in such fraud or abuse
* Keeps the head of his or agency and the Congress fully and currently informed, by means of the reports required by section 5 and otherwise, concerning fraud and other serious problems, abuses and deficiencies relating to the administration of programs and operations administered or financed the agency to recommend corrective action concerning such problems, abuses and deficiencies, and to report on the progress made in implementing such corrective action
* Provides practicable, actionable recommendations to agencies on how to improve operations, and properly defines success.
* Highlights best practices and looks for leading practices being used in the government that can be adopted by the agency
* Serves as an ideal data source for agency leaders as they undertake enterprise risk-management, and promotes and supports strategic innovation
* Provides a long-term perspective on what has gone on in their agency given that they typically remain in place through presidential transitions and changes in agency leadership
* Can help alert new political appointees to the key risks and challenges facing their agencies
 |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration]  |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Shall be appointed without regard for political affiliation and solely on the basis of integrity and demonstrated ability in accounting, auditing, financial analysis, public administration, or investigations (Inspector General Act of 1978).
* To help fill vacant IG positions, a committee from the Council of Inspectors General on Integrity and Efficiency submits the names of interested and qualified candidates to the White House. It would be helpful if the incoming administration made full use of the council’s list of qualified candidates for open IG positions.
* IGs tend to be towards the end of their career given the need for independence of the office.
 |
| Competencies | * Ability to maintain independence crucial
* High level of emotional intelligence
* Strong interpersonal skills and ability to give/take constructive criticism
 |
| **PAST APPOINTEES** |
| Kathleen Tighe, Department of Education (2010 to present) – Deputy inspector general of the Department of Agriculture; counsel to the inspector general at the General Services Administration (GSA); assistant counsel for the GSA Office of Inspector General; trial attorney in the Fraud Section of the Commercial Litigation Branch of the Department of Justice |
| Robert Westbrooks, PBGC (2015 to present) – Small Business Administration deputy inspector general; special agent in charge at the Postal Service Office of Inspector General; Postal Inspection Service serving as computer crimes program manager, basic training instructor, inspector-attorney, and detailed professional staff member to Senate subcommittees |
| Cathy Helm, Smithsonian (2014 to present) – deputy inspector general at the Government Accountability Office; GAO assistant director for the Office of Inspector General; GAO assistant director for the Human Capital Office; GAO assistant director for the Natural Resources and Environment Team |
| John Roth, DHS (2014 to present) – Director of the Office of Criminal Investigations at the Food and Drug Administration (FDA); chief of staff to the Deputy Attorney General; Deputy Assistant Attorney General for the Criminal Division; Assistant U.S. Attorney for the District of Columbia |

****