



YOU CAN MAKE A DIFFERENCE





<http://oig.hhs.gov>

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As an auditor for the Office of Inspector General, you can save the American taxpayer millions of dollars each year. Over the past 10 years, the Office of Audit Services (OAS) has saved taxpayers \$95 billion. As an auditor, you will help to prevent and detect fraud and abuse in the programs and operations of the U.S. Department of Health and Human Services (HHS); identify systemic weaknesses; advise the Secretary and Congress about problems and deficiencies; and recommend improvements in costs, efficiency, and effectiveness. You will conduct financial and performance audits of the Department's programs, operations, grantees, and contractors.



OUR IMPACT

In addition to the billions of dollars recovered and saved, our audits:

- ◆ Improve financial management, program performance, and internal controls
- ◆ Change legislation and regulations
- ◆ Deter fraud and abuse in HHS programs
- ◆ Coordinate prosecutions with our Office of Investigations by providing technical assistance on Federal, State, and local investigative matters involving HHS programs and operations

OFFICE OF AUDIT SERVICES



OAS is a part of the HHS Office of Inspector General. As the largest civilian audit agency in the executive branch of the Federal Government, we employ more than 600 professional auditors with backgrounds in business and accounting. Our staff is located in 32 field, 8 regional, and 4 headquarters offices.

We are responsible for the financial integrity of more than 300 departmental programs with expenditures in excess of \$500 billion. These programs range from Head Start, which provides funds to more than 1,500 grantees and serves more than 900,000 children at an annual cost of over \$6 billion, to the over \$300 billion Medicare program, which serves 40 million Americans. Medicare, in fact, is the largest single purchaser of health care in the world.

We conduct and supervise audits of:

- Medicare and Medicaid
- Public Health Services
- Food and Drug Administration
- Centers for Disease Control and Prevention
- National Institutes of Health
- Temporary Assistance to Needy Families
- Foster Care
- Child Support
- Head Start



A CAREER AS AN AUDITOR

A career with OAS offers rewarding and challenging opportunities. Working as a team, we audit the Nation's essential programs for health care and human services. Together, we issue audit reports to various HHS agencies, congressional committees, and auditees. These reports contain recommendations for improving the performance of HHS programs. Our auditors take pride in knowing that they have a direct impact on the administration and performance of Federal programs. As a result of our work, millions of Americans receive improved health care and human services.

Recognized as leaders in the audit industry, we use innovative audit approaches and recommend changes to legislation. We continually face new challenges in helping the Federal Government meet the interests and concerns of the American public. Challenging assignments, job satisfaction, and professional growth are all direct results of our work.

Certification is the hallmark of a professional auditor, and many of our auditors are Certified Public Accountants (CPAs). We strongly encourage all of our auditors to pursue professional certification or licenses by paying for review courses and providing time during paid workdays to study and take exams. In addition to the CPA, we



support the pursuit of other professional certifications, such as Certified Government Financial Manager, Certified Internal Auditor, and Certified Fraud Examiner. To enhance professional growth, we also encourage participation in professional organizations such as the Association of Government Accountants, the American Institute of CPAs, and State societies of CPAs.

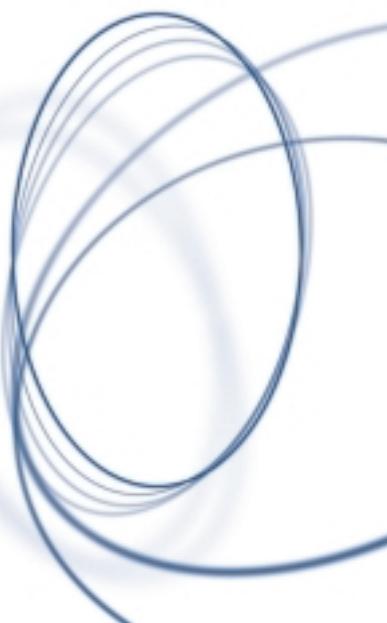


ORGANIZATIONS AUDITED

As an OAS auditor, you will be exposed to the complex accounting systems of the various institutions that we audit. In addition, you will have the opportunity to interact with officials from these institutions to learn about each organization's environment.

The organizations we audit include:

- ◆ Federal agencies, such as the National Institutes of Health, the Food and Drug Administration, the Centers for Medicare & Medicaid Services, the Indian Health Service, and the Centers for Disease Control and Prevention
- ◆ Colleges and universities
- ◆ Insurance companies
- ◆ Hospitals, community health centers, and other health care providers
- ◆ State and local governments
- ◆ Nonprofit organizations



PROFESSIONAL DEVELOPMENT AND TRAINING

We are committed to creating and maintaining a progressive environment that encourages and supports your professional growth and the accomplishment of your career objectives. We view professional development as a continual learning process. At every stage of your career, you will have the opportunity to develop leadership and management skills.

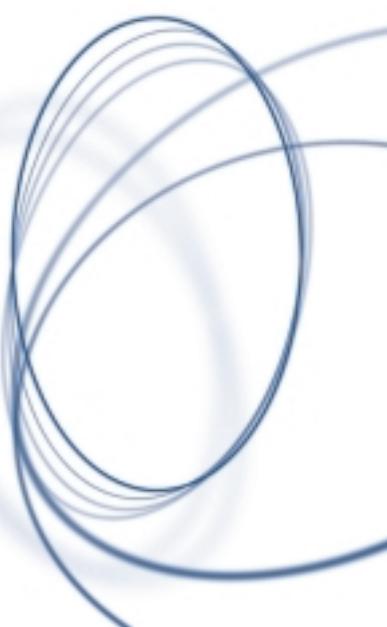
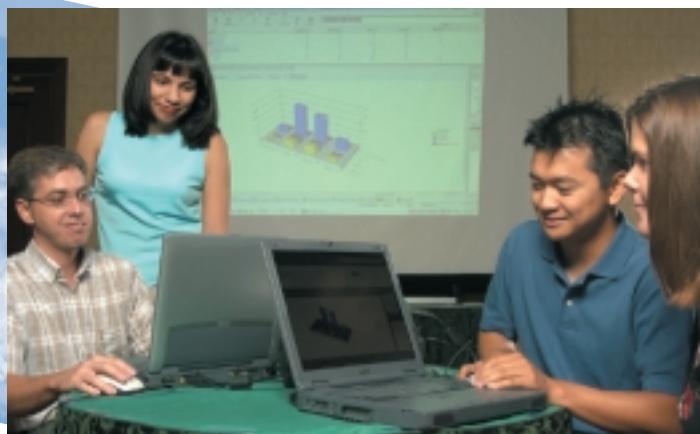
In the first year, you will meet your peers from other areas of the country and build relationships that will last throughout your career. Our continuing education program begins with a national new auditor training program that will provide you with a foundation in the fundamental concepts and techniques of government auditing. The core courses provide an overview of the audit process, focusing on such areas as teamwork, government auditing standards, evidence, and development of audit findings. You will also receive training in statistical sampling, interviewing skills, effective presentations, electronic working papers, team leadership, investigative techniques, information systems auditing, and computer software applications. Additional coursework is offered in collaboration with universities and professional organizations across the country.



FOCUS ON TECHNOLOGY

At OAS, you will be at the forefront of advanced technology in the work environment. We continue to train and equip our auditors with the latest technology, including data mining, vulnerability analysis, Web-based communications, and wireless technology. We have adopted an electronic audit management system, TeamMate, that almost makes paper obsolete. TeamMate brings efficiencies to the audit documentation and review system by converting all aspects of audit working papers – preparation, review, reporting, and storage – into an electronic format, making them accessible to multiple individuals at diverse locations.

Both our Advanced Audit Techniques Staff and Information Technology Systems areas provide you with special opportunities to lead in the continual development of practices and procedures to ensure efficient and effective auditing. We were the first Federal agency to develop statistical sampling software for use by government auditors, and we continue to invest in technology to revolutionize the way we work.



CAREER ADVANCEMENT



If a career in public service, along with the challenge of professional auditing, meets your goals, we have the career opportunity for you. As an auditor with OAS, you will be exposed to a variety of assignments that will stretch your imagination, skills, and commitment to excellence. While working in a team environment, you will help detect and prevent fraud and abuse in some of the Nation's most important domestic programs. If you are ready for a challenge, enjoy the satisfaction of public service, and want to make a difference, we encourage you to join our team.

As an OAS auditor, you will be placed on a career track progressing from entry level to staff auditor to auditor-in-charge in 2 to 4 years. This often represents a significant increase in salary. Promotions above the auditor-in-charge level are competitive. Auditors demonstrating superior potential may advance to senior management and executive positions. The following profiles show a few examples of career advancement at OAS.



PROFILES OF OAS AUDITORS

Lori Ahlstrand, CPA, CGFM
Regional Inspector General for Audit Services
San Francisco, California

University of Washington, B.A. in Accounting

Began OIG career in Seattle field office. Promoted to Auditor-in-Charge, Senior Auditor, and Audit Manager. Transferred to San Francisco and promoted to Regional Inspector General within 12 years of starting with OIG.

- ◆ Past Regional Vice-President, Association of Government Accountants
- ◆ Chair of Pacific Northwest Intergovernmental Audit Forum Executive Board
- ◆ Chair of OAS Training Guide Development Committee
- ◆ Instructor for OAS National New Hire Training Program
- ◆ Numerous Special Act and Exceptional Achievement Awards

"I want to build a culture that fosters open communication, encourages growth and learning, generates and sustains trust, and elevates the importance and dignity of the work."

"Seek positions in outside professional organizations to develop leadership skills, learn from other professionals, and network."

"Seek challenges within the organization – don't wait for someone to anoint you with the leadership role. Pursue leadership opportunities."



Tony Wilkinson
Regional Manager, Advanced Audit Techniques Staff
and Information Technology
Dallas, Texas

University of Texas at San Antonio, B.S. in Accounting

Began career as a college intern with Dallas field office. After graduation, accepted a permanent auditor position with OIG.

- ◆ Developed electronic systems for tracking audit findings and cost savings
- ◆ Developed the first OIG Training and Budget Execution Systems
- ◆ Played a pivotal role in developing OIG's computer security procedures
- ◆ Bronze Medal for Outstanding Auditor of the Year
- ◆ Numerous Special Act and Exceptional Achievement Awards

"Although knowledge of technology is a must in today's environment, good auditing skills are still required to achieve success."

"Being a government auditor means that you must have patience."

"To be a successful auditor, negotiation and persuasion skills will keep you ahead of the pack."

PROFILES OF OAS AUDITORS



Yesenia Ramirez

Senior Auditor

Miami, Florida

Barry University, B.S. in Accounting

Florida International University, M.S. in Taxation

Began OIG career in Miami field office. Promoted to Auditor-in-Charge and Senior Auditor in less than 5 years.

- ◆ Led nationwide anti-bioterrorism audits at university labs
- ◆ Secretary's Award for Distinguished Service
- ◆ Bronze Medal for Outstanding Auditor of the Year
- ◆ President's Council on Integrity and Efficiency Award for Excellence

"Your experience at any job is what you make of it, and OAS allows for many opportunities."

"Auditors have the opportunity to work on exciting, high-priority assignments while traveling to various locations, both rural and metropolitan."

"You will participate in interagency meetings and community outreach programs where your involvement can have an impact on health care programs and the general public's understanding."

John Hagg Director of Medicaid Audits Baltimore, Maryland

University of Dayton, B.S. in Business Administration

Began OIG career in Boston regional office. Moved to Columbus field office. Promoted to Auditor-in-Charge and Senior Auditor within 6 years. Transferred to Baltimore headquarters office and promoted to Audit Manager and then Director of Medicaid Audits.

- ◆ The first national Audit Manager solely responsible for Medicaid audits
- ◆ Played a key role in expansion of Medicaid audits
- ◆ Led OIG's Medicaid audits that resulted in savings of \$77 billion over 10 years
- ◆ Secretary's Award for Distinguished Service
- ◆ Bronze Medal for Outstanding Audit Manager of the Year

"The most satisfying part of my current role is the action. You come in and you never know what the issues are going to be ... on some days, a half-dozen different issues come up before 9 a.m."

"I encourage young auditors to gain experience working in different offices."

"The success of the organization does not happen by accident. The people who care about the organization make it happen. If an auditor wants to make things happen, no doubt they will rise fast."

"If you want to make a difference, you can."

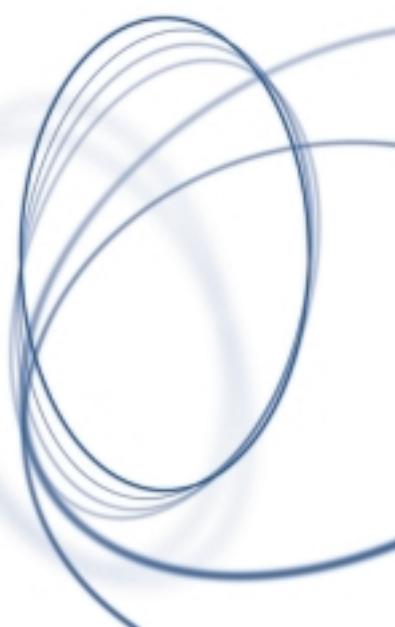


BENEFITS



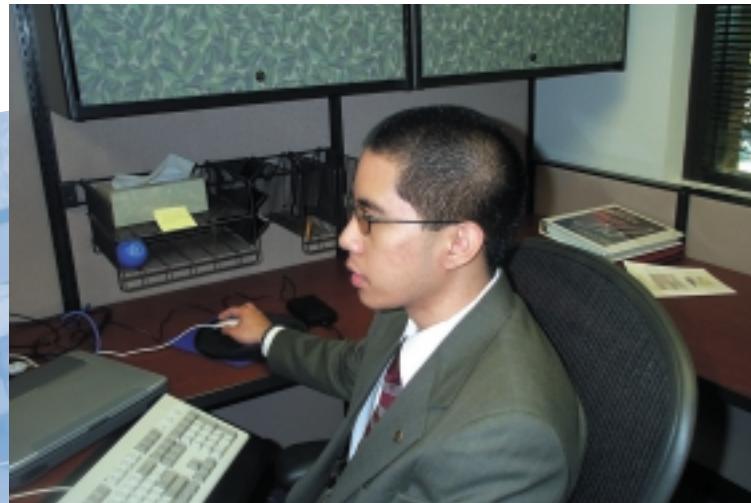
OAS provides an ideal environment to help you strike a balance between your professional and personal life. In addition to paying competitive salaries, we offer excellent benefits:

- ◆ Flexible work hours
- ◆ Family-friendly work environment
- ◆ Work-at-home option (available on a limited basis)
- ◆ Subsidy for use of public transportation
- ◆ Travel opportunities
- ◆ Training opportunities
- ◆ 10 paid holidays each year
- ◆ 13 sick leave days each year
- ◆ 13 days of annual (vacation) leave each year during the first 3 years, 20 days each year for the next 12 years, and 26 days each year thereafter
- ◆ Federal Employee Health Benefits Program
- ◆ Optional life insurance
- ◆ Federal Employees Retirement System
- ◆ Optional tax-deferred Thrift Savings Plan, with up to 5% agency matching (similar to a 401k)
- ◆ Locality pay by geographic area
- ◆ Periodic salary increases
- ◆ Potential cash awards for superior accomplishments



IS THE OFFICE OF AUDIT SERVICES FOR YOU?

Each year, OAS hires many new auditors throughout the United States. We hire both recent college graduates and auditors with experience. All candidates must have at least 24 semester hours of accounting, which may include up to 6 hours of business law. In addition to possessing fundamental accounting skills, our auditors must be able to analyze problems and effectively communicate solutions. Entry-level positions are filled at the GS-5, GS-7, and GS-9 levels, depending on a candidate's academic achievements, professional certifications, and experience.



HOW TO APPLY

The application process is easy. Visit the HHS Careers homepage at <https://jobs.quickhire.com/scripts/hhs.exe>. Sign in as a new user, enter a copy of your resume, and respond to personal/eligibility questions. This establishes your profile in the system. Locate a vacancy you are interested in and respond to the position-specific questions. You should receive an online confirmation regarding the receipt of your application and, later, the results of the rating process.

You will need to provide the following:

- ◆ Resume
- ◆ Responses to the core questions
- ◆ Responses to the self-assessment questions
- ◆ Supporting documents

For additional details on using the HHS Careers system, visit:

<http://www.hhs.gov/careers/quickhirefaq.html>

Jump Online @ <http://oig.hhs.gov> for complete information!





OUR OFFICES

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(816) 374-6727 Fax

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(617) 565-2684
(617) 565-2690 Fax

Field Office

Hartford, CT

REGION II

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(212) 264-4620
(212) 264-6307 Fax

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Hato Rey,
Puerto Rico
Trenton, NJ

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(215) 861-4501
(215) 861-4541 Fax

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Rockville, MD

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(404) 562-7800
(404) 562-7795 Fax

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Jacksonville, FL
Miami, FL
Raleigh, NC
Tallahassee, FL

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(312) 353-3814 Fax

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Indianapolis, IN
Lansing, MI
Madison, WI
Springfield, IL
St. Paul, MN

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(214) 767-8414
(214) 767-8422 Fax

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Fort Worth, TX
Little Rock, AR
Oklahoma City, OK

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(816) 426-3655 Fax

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Des Moines, IA
Jefferson City, MO
Omaha, NE

REGION IX

San Francisco, CA
(415) 437-8360
(415) 437-8372 Fax

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San Francisco, CA
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