

## **OVERVIEW**

**Job Title:** Supervisory Attorney (Deputy Branch Chief)

**Department:** Department of Health and Human Services (HHS)

**Agency:** Office of Inspector General (OIG)

**Hiring Organization:** Office of Counsel to the Inspector General (OCIG)

**Open & Closing Dates:** January 10, 2024 to January 24, 2024

**Salary:** \$123,041 to \$159,950 Per Year (salary will be adjusted based on duty location)

**Pay Scale & Grade:** GS-15

**Locations:**

1 vacancy in the following location:

Location Negotiable – Position will be located at HHS OIG Headquarters, at an HHS OIG Field or Regional Office, or remote.

**Remote Job:** Yes

**Telework Eligible:** Yes

**Travel Required:** 25% or less - You may be expected to travel for this position.

**Relocation Expenses Reimbursed:** No

**Appointment Type:** Permanent

**Work Schedule:** Full-time

**Service:** Excepted

**Promotion Potential:** 15

**Job Family (Series):** 0905 - Attorney

**Supervisory Status:** Yes

**Security Clearance:** Not Required

**Drug Test:** No

**Position Sensitivity And Risk:** High Risk (HR)

**Trust Determination Process:** Credentialing, Suitability/Fitness

## **SUMMARY**

**Summary:** This position is located in the Department of Health and Human Services, Office of Inspector General, Office of Counsel to the Inspector General.

## **THIS JOB IS OPEN TO:**

**Hiring Paths:** Current HHS OIG employees only

## **DUTIES:**

The Administrative and Civil Remedies Branch (ACRB) represents OIG in civil fraud enforcement actions, negotiates and monitors integrity agreements, defends the Inspector General in administrative appeals of exclusions, pursues administrative penalties and exclusion in certain fraud cases, resolves self-disclosure matters, provides legal advice on exclusions, and analyzes FOIA requests for ACRB files. Specifically, ACRB attorneys work with the Department of Justice to develop and pursue False Claims Act cases against individuals and entities that defraud HHS programs. ACRB staff also negotiate and monitor integrity agreements that impose integrity obligations on parties alleged to have engaged in fraudulent conduct. ACRB staff also pursue civil monetary penalties law cases related to the employment of excluded individuals, EMTALA violations, select agents, and misuse of HHS seals and symbols.

A Deputy Branch Chief of ACRB supervises a team of attorneys and professional staff ranging from GS-11 to GS-15. Teams are typically made up of 5-7 individuals. The Deputy Branch Chief supervises ACRB's representation of HHS in civil and certain administrative health care fraud case cases, the application of OIG's Health Care Fraud, Grant Fraud, and Contract Fraud Self-Disclosure Protocols, integrity agreements and compliance monitoring, legal issues related to program exclusions, application of FOIA, litigation issues, and compliance with office policies related to speeches, telework, and other human resource topics. The Deputy Branch Chief works collaboratively on the ACRB management team to develop office policy related to ACRB's work. The Deputy Branch Chief is responsible for performance management for direct reports and special projects as assigned. The Deputy Branch Chief coordinates extensively with the ACRB Branch Chief and other branch management to develop OCIG-wide policy, briefs the OIG Immediate Office about ACRB-related issues when appropriate, and reports results to OCIG, OIG, and HHS leadership.

## **REQUIREMENTS**

### **Conditions Of Employment:**

- U.S Citizenship is required.
- Registration with the Selective Service (if applicable).
- You may be required to serve a two-year trial period.

**Qualifications:** Applicants must meet all the qualification requirements, including education, and any selective placement factors described below within 30 days of the closing date of this announcement.

**Positive Education Requirement:** This position has a position education requirement, as indicated below.

**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.

Applicants must have at least five years of professional legal experience post bar admission equivalent to at least the GS-14 grade level. Experience may be outside of the Federal Government.

Highly qualified applicants will have experience as an attorney advising agencies (Federal, state, or local), individuals, or entities on matters concerning criminal, civil, and/or administrative investigations of health care fraud. In addition, highly qualified applicants will have sophisticated analytical skills, superior written and oral communications skills, good judgment, and experience in interacting with government and non-government officials. Finally, highly qualified applicants will have been responsible for planning, directing, and evaluating work, either in a managerial capacity or in another leadership role.

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:** Foreign Education: Education completed in foreign colleges or universities may be used to meet education requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Click on the link for a [list of accrediting organizations](#) recognized as specializing in interpretation of foreign education credentials.

## **Additional Information:**

**Recruitment Incentives:** Payment for relocation expenses is not authorized for this position. A recruitment bonus will not be offered. Repayment of student loans will not be offered.

**Security and Background Requirements:** A background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security reinvestigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualifications is subject to investigation. False representation may be grounds for non-consideration, non-selection and/or appropriate disciplinary action.

**EEO Statement:** HHS is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status, or other differences.

*HHS has a critical preparedness and response mission: HHS protects the American people from health threats, researches emerging diseases, and mobilizes public health programs with domestic and international partners. In support of this mission, HHS offers its employees the opportunity to volunteer to become Federal Civilian Detailees and contribute their unique skills through voluntary temporary assignments to humanitarian emergencies or Departmental priorities countering new and emerging health, safety, and security threats.*

## **Benefits Link:**

<https://www.usajobs.gov/Help/working-in-government/benefits/>

## **HOW YOU WILL BE EVALUATED**

### **How You Will Be Evaluated:**

Your application will be evaluated on the quality and extent of your experience, education (if applicable), and training relevant to the duties of this position. If you are found minimally qualified for the job, your application package will be further evaluated to determine your possession of the critical knowledge, skills, abilities, and other characteristics required for this position.

Your resume must document specialized experience and support your responses to the vacancy questions.

## **REQUIRED DOCUMENTS**

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

- Resume

- Proof of Active Bar Status

**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](http://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](https://help.usajobs.gov/index.php/Most_Effective_Resumes)

Please visit the YouTube Link for additional Tips:

<https://www.youtube.com/watch?v=bqYkibnuiJU>

**APPLICATION MATERIALS MUST BE RECEIVED BY 11:59 pm (EASTERN TIME)  
ON January 24, 2024.**

**HOW TO APPLY:** Email application materials to Tynishia Gardner, with the job announcement title in the subject line. Questions regarding this vacancy or the application process should be directed to Tynishia Gardner.

**This announcement may be used to fill one or more vacancies.**

**Next Steps:** The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will receive notice via email or phone once this process is completed.