

Job Posting Title

Evaluator

Effective Date

03/16/2012

Reference Code

EB-90153912

Additional Information

\$89,000 to \$112,000

Job Title

Evaluator (1)

Company

Amtrak

Department

Office of Inspector General

Project

The Office of Inspector General (OIG) strives to provide Amtrak employees, its customers, the public and the Congress with the highest quality service and programs through vigilance, timely action, accuracy, and an overall commitment to excellence across the broad range of OIG responsibilities.

****PLEASE NOTE: ****

Amtrak OIG is not a Federal agency. Our employment opportunities are not Federal jobs.

Tasks

SUMMARY OF DUTIES:

The Evaluator works as part of a multidisciplinary team conducting Generally Accepted Government Auditing Standards (GAGAS) -compliant performance audits/evaluations of Amtrak programs and operations, ensuring the quality and integrity of all related products. The incumbent serves as a fully functioning member of a review

team and participates in the full range of duties to support performance audits and evaluation engagement execution. This includes responsibility for engagement stages through design, data collection and analysis, message development, and drafting segments of products that are technically complete and targeted to the appropriate audience.

- Participates in the planning of new engagements by submitting plan suggestions that support the OIG strategic plan
- Assists in developing guidelines that address the audit or evaluation objectives and may develop guidelines for a particular area of the engagement
- Collects and analyzes data, and ensures that evidence collected is sufficient, relevant, competent, and properly documented and reviewed in the project work papers
- Develops well supported findings and recommendations or submits drafts of recommendations that effectively influence process improvement, cost containment, and recoveries on all types of assignments
- Provides input to draft final products, such as briefings, message meetings, reports, and/or fact sheets, and ensures all products are clear, convincing, accurate, and thorough

Requirements

EDUCATION:

- Bachelor's degree in Business Administration, Public Administration, or other field related program and/or operational analysis

WORK EXPERIENCE:

- 5 or more years of experience conducting performance audit-equivalent work
- Understanding of and ability to apply GAGAS and other audit or evaluation procedures and policies
- Excellent written and verbal communication skills
- Ability to cooperate across organizational boundaries to reach mutual goals
- Excellent interpersonal skills
- Proven analytical, problem solving, and project management skills
- Ability to work with/in a multi-disciplinary team
- Experience in data analysis and computer-based tools such as Microsoft Office Suite and similar products

PREFERRED WORK EXPERIENCE:

- Master's degree in Business Administration, Public Administration or other field related to program and/or operational analysis
- Knowledge/experience in passenger rail operations or other transportation-related field
- Experience in the accountability community, particularly at an Office of Inspector General or the Government Accountability Office
- Familiarity with TeamMate and/or ACL

COMMUNICATION AND INTERPERSONAL SKILLS:

Superior communication and interpersonal skills; proven ability to work across departments/areas of the business; competent project management skills; strong analytical and problem-solving skills

TRAVEL: Yes

RELOCATION OFFERED: Yes

Contract Type

Regular

Location

10 G

City

Washington