

Becoming a  
**Program Analyst**



EVALUATION AND INSPECTIONS DIVISION  
**OFFICE OF THE INSPECTOR GENERAL**  
U.S. Department of Justice

THE OIG PLAYS AN INTEGRAL ROLE  
IN THE DEPARTMENT OF JUSTICE  
AND IS RECOGNIZED WITHIN AND  
OUTSIDE THE DEPARTMENT FOR  
ITS OBJECTIVE OVERSIGHT.



## A Message from the Inspector General

Thank you for your interest in joining the Office of the Inspector General (OIG) for the Department of Justice. The OIG seeks to promote integrity, efficiency, and effectiveness in Department operations, and improve the operation of the Department in tangible ways.

The OIG plays an integral role in the Department of Justice and is recognized within and outside the Department for its objective oversight. Our audits, inspections, investigations, and special reviews examine key Department programs and allegations of misconduct by Department employees. Importantly, OIG reviews offer not only an assessment of the program, but also recommendations for improvement.

We are seeking motivated, dedicated, and talented professionals who can help further our mission. If you are ready for a rewarding career, then we encourage you to apply for a position with the OIG.



## Who We're Looking For

Our Program Analysts have strong writing, analytical, research, and computer skills. They are experienced in a broad range of fields, including management, legal studies, criminal justice, political science, and social sciences. Familiarity with information technology is particularly valuable because our Program Analysts often evaluate Department of Justice programs that make extensive use of information technology.

We are looking for Program Analysts who have earned a bachelor's degree from an accredited college or university and who have a record of high academic achievement.

Depending on your education and experience, you may qualify for an entry-, mid-, or senior-level position. At the mid-level and above, education and work experience in quantitative and qualitative analysis, research methodology, statistics, policy analysis, planning and evaluation techniques, and technical report writing are valuable qualifying attributes.

To apply for a position with the OIG, you must be a U.S. citizen. Because you may have access to classified or sensitive information, you must undergo a background investigation and drug testing.

# The Program Analyst

OIG Program Analysts in the Evaluation and Inspections Division examine issues throughout the Department of Justice, including in the FBI, DEA, BOP, USMS, ATF, and USAO. The Program Analysts' work is complex, multidisciplinary, and results-oriented.

Working in teams, the Program Analysts must quickly develop a clear understanding of the Department programs and activities being reviewed, and analyze the operations to identify best practices and needed improvements. They then prepare comprehensive reports that include recommendations for actions that Department managers can take to improve the programs' achievement of its intended purposes, thereby providing better value to the taxpayer.





In recent projects, Program Analysts have identified steps the Department must take to:

- *Eliminate obstacles to integrating federal fingerprint identification systems to better prevent criminals and terrorists from entering the country;*
- *Close gaps in the ATF's inspection of firearms dealers to make it more difficult for criminals to obtain firearms;*
- *Improve USMS protection of federal judges, especially during high-threat trials involving gang violence, espionage, or international drug trafficking;*
- *Deter staff sexual abuse of BOP inmates;*
- *Effectively utilize USAOs' Intelligence Research Specialists;*
- *Better manage the DEA's enforcement of laws that prohibit the diversion of controlled pharmaceuticals; and*
- *Improve the operations of the Department's terrorism task forces.*

## The Evaluation and Inspections Division

The Evaluation and Inspections Division, located in Washington, D.C., evaluates Department of Justice programs and operations to find ways to improve their effectiveness. The Division also conducts reviews requested by the Inspector General and senior Department managers on issues that need immediate attention.

Using a variety of methodologies, the Division often combines extensive field work – encompassing interviews, observations, data collection, and surveys – with analyses of data and policy to document and dissect problems and find solutions. Much of the Division’s work results in recommendations to streamline operations, enhance data quality, and minimize inefficient and ineffective procedures.





## Office of the Inspector General

In 1989, the OIG was created in the Department of Justice to promote economy, efficiency, and effectiveness in the Department's programs and practices. The OIG is an independent unit in the Department of Justice, a characteristic that is crucial to our ability to objectively pursue criminal and administrative misconduct, fraud, waste, and abuse, and to promote efficiency and effectiveness throughout the Department of Justice.

As one of the premier federal inspector general offices, the Department of Justice OIG conducts audits, evaluations, reviews, and investigations of some of the federal government's highest profile and most important agencies, including the Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), Federal Bureau of Prisons (BOP), U.S. Marshals Service (USMS), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), and U.S. Attorneys' Offices (USAO). Each year, our office identifies millions of dollars in wasted funds; makes recommendations to save millions of dollars more; issues audit, inspection, and special reports that contain important findings; and conducts hundreds of investigations that lead to arrests, administrative actions, and criminal prosecutions.

## The **Federal Advantage**

As an OIG Program Analyst, you are eligible for a generous benefits package that can include:

- A competitive compensation plan;
- An array of health, life, and long-term care insurance programs to choose from for yourself and your family;
- Flexible spending accounts and employer contributions to retirement savings plans;
- Career development programs;
- Generous leave allowances and paid holidays; and
- Travel reimbursement and public transportation incentives.



## For More **Information**

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