

COMMITTEE ON HOUSE ADMINISTRATION

116th CONGRESS

A RESOLUTION

COMMITTEE RESOLUTION 116-22

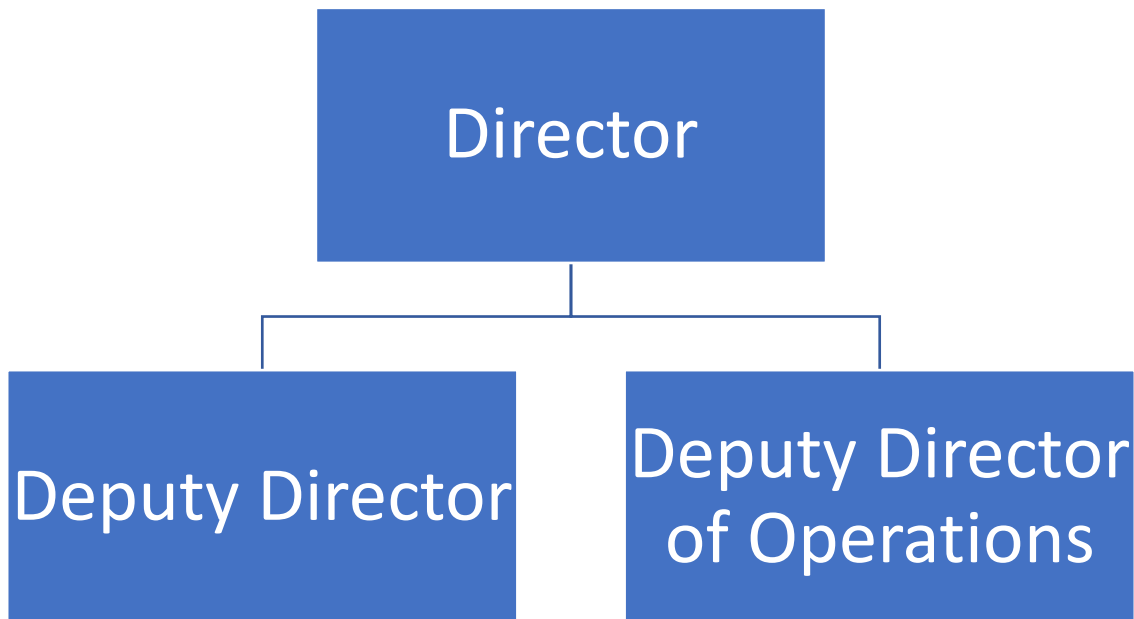
Be it resolved, that the Committee on House Administration (“the Committee”), pursuant to House Resolution 693, 116th Congress, and House Resolution 6, section 104(e)(3), 116th Congress, hereby issues the following regulations for the Office of Whistleblower Ombudsman (“the Office”) which may be amended, with the concurrence of the Committee, as necessary:

Hiring Regulations for the Office of the Whistleblower Ombudsman

Sec. 1. Staff

The maximum number of staff is three (3) full-time employees, including the Director, as provided for in House Resolution 6, Section 104(e), 116th Congress.

Sec. 2. Organizational Chart



Sec. 3. Position Descriptions and Duties

Deputy Director: The Deputy Director will report to the Director. Primary duties and responsibilities include assisting the Director with core functions of the Office, including advising and training House offices on best practices for working with whistleblowers, assisting offices in establishing effective whistleblower case management systems, and notifying appropriate staff of relevant laws and policies. Requirements include: Familiarity with the relevant laws and policies governing whistleblower issues; Experience conducting legal research; Experience conducting trainings and educational outreach; Knowledge of Congressional oversight and the ways in which Congress interacts with whistleblowers; Ability to exercise discretion and maintain confidentiality; Ability to thrive in a small team environment; Exceptional problem-solving skills and ability to work independently, and; Exceptional written, verbal, and interpersonal communication skills. A Bachelor's degree is required.

Deputy Director of Operations: The Deputy Director of Operations will report to the Director. Primary duties and responsibilities are divided between 1) Managing the Office operations, including administrative and financial duties, and 2) Assisting the Director with core functions of the Office, including advising and training House offices on best practices for working with whistleblowers, assisting offices in establishing effective whistleblower case management systems, and notifying appropriate staff of relevant laws and policies. Requirements include: Exceptional organizational, proofreading and time management skills; Ability to manage multiple high-priority tasks at once; Experience with office administration and producing financial reports; Strong writing skills and attention to detail; Experience conducting legal research; Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; Ability to exercise discretion and maintain confidentiality; Ability to thrive in a small team environment; Exceptional problem-solving skills and the ability to work independently, and; Proficiency in Microsoft Office Suite and website maintenance. A Bachelor's degree is required.

Sec. 4. Fellows

The Office is authorized to employ fellows on a temporary basis as part of an established mid-career education program and in accordance with all relevant federal law and rules and regulations of the House of Representatives.

Fellows shall receive their usual compensation from their sponsoring employer. Fellows may not be reimbursed with appropriated funds for incurred expenses.

Sec. 5. Salary Administration

Pursuant to House Resolution 693, 116th Congress, the pay shall be fixed by the Director with the approval of the Committee. Employees are subject to pay and compensation policies pursuant to the House Employees Personnel Classification Act (2 U.S.C. § 291 *et seq*). The rate of compensation for each employee shall be commensurate with the employees' position and description as deemed by the Committee.

Sec. 6. Monthly Reporting

In a manner established by the Chairperson of the Committee, in consultation with the Ranking Member, the Office shall submit a monthly financial report to the Committee on the Office's salaries and expenses and additional information as determined by the Committee.

Adopted July 30, 2020