



## General Position Information

**Job Title:** CO032-Recruitment Lead - GS-13

**Salary Range:** \$87,198 - \$134,798 (Not Applicable for Detailees)

**Vacancy Open Period:** 03/12/2021 – 03/27/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal Candidates, Detailees

**Division:** DNI/COO/HRM

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal cadre candidate(s) to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or up to one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps

- **For a cadre assignment:**
  - Current ODNI permanent cadre.
- **For a detailee assignment:**
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

## Salary Determination



- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## **Component Mission:**

The Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

## **Major Duties and Responsibilities**

- Assist in planning, developing, and managing the ODNI outreach and recruitment program. This includes cultivating productive relationships with ODNI Senior Leaders, Offices, Directorates, and Centers and coordinating recruitment activities across ODNI as the lead for the ODNI Recruitment Cadre. Develop metrics to determine return on investment of outreach and recruitment activities and ensure senior leadership is aware of significant activities and changes.
- Serve as an ODNI Representative to Intelligence Community Forums such as the IC Recruitment Committee, and project lead for implementation of IC Applicant Gateway at ODNI. Review and provide constructive comments on internal ODNI Instructions and IC policies and initiatives. As needed, work with stakeholders to improve and develop new instructions and policies pertaining to Human Capital.
- As an ODNI Recruitment Lead for programs such as the Wounded Warrior, the Presidential Management Fellows and the Virtual Student Federal Service internship, use creativity and critical thinking skills to develop and grow these programs and resolve issues. Analyze program strength and weaknesses to ensure they continue to meet the needs of ODNI and align to IC Human Capital Strategic Plans. Collaborate with both the Human Resource Management Operations and Talent Development teams to ensure the flow of information to support these programs.
- Plan, develop, and present innovative solutions, using creative problem solving, to ensure growth of the ODNI recruitment process and diversity initiatives; create written products and oral briefings on significant recruitment and diversity issues; ensure that written products and oral briefings are tailored to and in alignment with overall IC mission objectives.
- Assist in developing strategic and tactical plans to support HC program initiatives; assist in planning, developing, implementing, and evaluating HC programs in response to IC directives and/or mission requirements.



- Coordinate and lead recruitment events such as joint duty fairs and Back to ODNI Day.

## **Mandatory and Educational Requirements**

- Thorough knowledge of the mission, charter, roles and responsibilities of ODNI and/or of individual IC organizations.
- Knowledge of Human Capital principles, concepts, regulations, and practices, and consultative skills sufficient to conceive, plan, and manage HC functions for critical large scale ODNI recruitment programs.
- Program management, analytic, and critical thinking skills, including ability to conduct program assessments, identify needs and requirements, and develop process improvement recommendations for the successful implementation of IC-wide HC programs.
- Ability to communicate effectively, both verbally and in writing, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Ability to work effectively, both independently and in a team or collaborative environment, mentor junior colleagues, and use strong organizational and interpersonal problem solving skills.
- Ability to establish effective and regular contact with high-level internal and external resources and customers, supplying or seeking information on HC programs and issues; superior use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.
- Qualitative and quantitative analytical skills to collect data, analyze it, and develop reports.

## **Desired Requirements**

- Background in Recruitment
- Bachelor's Degree

## **Key Requirements and How to Apply**

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

***Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.***



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

For current employees who do not currently have access to internal systems, applications should be sent to either DNI\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or recruitment\_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both alextaa@dni.ic.gov (Tamara A.) and dewbret@dni.ic.gov (Brett D.) in lieu of the group address above.

All attachments should be in Microsoft Word or Adobe PDF format. Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **A complete application must include:**

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.

## **CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

## **Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both alextaa@dni.ic.gov (Tamara A.) and bankssa@dni.ic.gov (Sandra B.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

- Your application MUST be received by midnight on the closing date of this announcement.
- Applications received after the closing date will NOT be eligible for consideration.
- To verify receipt of your application package ONLY, you may call 703-275-3799.

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment\_TeamA@dni.gov

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI\_Reasonable\_Accommodation\_WMA@cia.ic.gov and DNI\_Diversity\_WMA@cia.ic.gov, by unclassified email at DNI\_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**