



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

JOB TITLE	Branch Chief, Services Integration & Analysis
JOB ANNOUNCEMENT NUMBER	12475
SALARY RANGE	\$124,995 – 157,100 annually
OPEN PERIOD	June 13, 2014 to September 25, 2014
POSITION INFORMATION	Full Time Permanent, Permanent-Internal, Rotational
DUTY LOCATION	Vienna, VA
WHO MAY APPLY	US Citizens
SECURITY CLEARANCE	TS/SCI with CI Polygraph
SUPERVISORY STATUS	Yes
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	No

ORGANIZATIONAL MISSION:

Position Information:

This announcement is currently advertised as a cadre position. Based on staffing needs at the time of selection, appointment may be made as a permanent or staff reserve time-limited appointment. Staff Reserve time limited appointments are for a period of up to three years.

Permanent-Internal – current permanent ODNI employees.

This announcement advertises a **GS-15** position. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade as all promotion decisions are made during the DNI CAB process.

OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.

Mission of the Organization:

The Intelligence Community (IC) Chief Information Officer (CIO) reports directly to the Director of National Intelligence (DNI), and executes his vision of an integrated intelligence enterprise by effectively enabling intelligence collection, analysis, and sharing through innovative, robust, and secure capabilities. The IC CIO has five primary strategic goals:

Fortify the Foundation: Define, develop, implement, and sustain a single, standards-based, interoperable, secure, and survivable IC Information Technology (IT) Enterprise (IC ITE) architecture that accomplishes mission objectives, and yet substantially increases efficiencies and safeguards across the enterprise, encompassing all security domains.



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Deliver User-Focused Capabilities: Provide seamless, secure enterprise solutions for trusted collaboration—people to people, people to data, and data to data—delivering user experiences that enhance mission success while ensuring protection of intelligence assets and information.

Operate as an IC Enterprise: Adopt an operating model that employs standards, common business practices, commodity IT, and joint Community teams to deliver and sustain common enterprise services and capabilities across the IC.

Establish Effective Governance and Oversight: Define and implement transparent IT governance and oversight processes that are driven by data.

Forge Strategic Partnerships: Enhance trusted partnerships to better leverage innovative capabilities and integrate intelligence missions.

The Strategic Programs Division (SPD) develops and oversees implementation of the IC CIO's strategic and programmatic plans, policies. The Enterprise System Integration (ESI) group within SPD supports successful integration among the IC ITE services by leading integrated strategic planning for IC ITE increments and phases; managing the IC ITE baseline (schedule, cost, scope, etc), identifying interdependencies and risks, and providing early warning of and recommendations for potential schedule slips, cost over runs, and interoperability issues.

DUTIES:

Major Duties and Responsibilities:

Provide strategic direction and oversight of the Services Integration and Analysis Branch within the ESI Group of the SPD.

Lead efforts to manage enterprise level requirements and perform analysis on IC ITE baseline to support decision making, including schedule, cost, scope/requirements, risks and issues, and operational performance.

Conduct ongoing collaboration and outreach with stakeholders and partners across the Office of the Director of National Intelligence (ODNI), IC, Department of Defense, United States Government, and oversight organizations (e.g. Office of Management and Budget, Congress, and White House), as needed, to meet mission objectives.

Review and assess service provider and ODNI artifacts to identify potential risks associated with interdependencies and possible impacts to the programmatic baseline.

Provide strategic increment planning capabilities for the IC CIO and IC entities to apply in developing technology enhancements, IC standards, mission program integration, and implementation of enterprise services.

Perform contractor and government personnel management with a focus on building a high performance team; promote team building and a collaborative work environment; ensure organizational and strategic goals are understood; assess performance and provide timely feedback, recognition, and remediation.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge, Skills, and Abilities Required:



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Demonstrated success in managing and leading at the Community-level; superior ability to build and lead high performing multidisciplinary teams, establish collaborative work environments, and develop effective program plans; superior ability to achieve results in accordance with approved plans.

Superior program management, analytic, and critical-thinking skills, including superior ability to conduct program and management assessments to identify requirements, gaps, interdependencies, risks, issues, and to develop recommendations for implementation across the IC.

Proven leadership in efforts related to enterprise system integration, organizational change management, and mission support.

Expert knowledge and experience in the development and execution of IT Enterprise systems including experience leading System Integrators (SIs) and/or managing an SI work unit within an organization.

Superior interpersonal skills with the ability to motivate and influence others to achieve desired results, and the superior ability to build and maintain effective partnerships with colleagues and stakeholders across the IC.

Achieve desired results, and the superior ability to build and maintain effective partnerships with colleagues and stakeholders across the IC.

Expert knowledge of the IC mission, objectives, policies, and authorities; expert knowledge of and familiarity with IC CIO statutory authorities, and relevant legislation and IC policies.

Proven superior ability to communicate and present (verbally and in writing at all levels) complex information in a clear, concise manner that is targeted to, and meets the needs of, diverse audiences with different perspectives and objectives.

Knowledge, Skills, and Experience Desired:

Masters degree or equivalent experience in Program Management, Information Systems, or related field of study.

Certifications: Project/Program management

Supervision Given: Supervises approximately two government employees

HOW YOU WILL BE EVALUATED:

You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

BENEFITS:

Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.



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- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**

OTHER INFORMATION:

You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

HOW TO APPLY:

HOW TO APPLY (PERMANENT APPLICANTS)

Permanent: (Cadre) A permanent staff position in the ODNI. There are no restrictions on who can apply for a permanent position.)

Staff Reserve: Staff Reserve: Time-limited appointment for a period up to **three** years.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.

A complete application must include the following:

a. RESUME - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name, address, telephone number, and email address.

b. KSA's (Knowledge, Skills, and Abilities) - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

c. Reference the vacancy number you are applying to in the subject line and on each document submitted.

d. Applications should be sent to either **DNI-MSD-HR-RR (lotus notes, classified system)** or **recruitment@dni.gov**. All attachments should be in Word or PDF format.

Your application MUST be received by the closing date of the announcement. Applications received after the close date will NOT be eligible for consideration.

Applications should NOT contain classified information above the TS//SI//TK//NOFORN level.



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To verify receipt of your application package ONLY, you may call (703) 275-3663.

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 ONLY be contacted if they have been selected for an interview.

HOW TO APPLY (PERMANENT-INTERNAL APPLICANTS)

Permanent-Internal: Current cadre ODNI employees are eligible to apply. Permanent-internal status does NOT include Staff Reserve employees.

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A complete application must include the following:

- a. RESUME - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name, address, telephone number, and email address.
- b. KSA's (Knowledge, Skills, and Abilities) - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.
- c. Reference the vacancy number you are applying to in the subject line and on each document submitted.
- d. NOTE - Applications should be sent to either **DNI-MSD-HR-RR** (lotus notes, classified system) or **recruitment@dni.gov** (unclassified). All attachments should be in Word or PDF format.

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DETAILEE APPLICANTS

HOW TO APPLY (DETAILEE APPLICANTS)

DETAILEE: A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI



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Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.

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AGENCY CONTACT INFO:

ODNI Recruitment

Phone: (703)275-3663

Email: RECRUITMENT@DNI.GOV