



## General Position Information

**Job Title:** 12475 - IT Domain Staff - GS-15

**Salary Range:** \$121,316 - \$170,800 (not applicable for detailees)

**Vacancy Open Period:** 2/10/2020 – 2/10/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates and Detailees

**Division:** DNI/EC/IC CIO

**Duty Location:** Bethesda, MD

**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 announcement may be used to fill multiple positions. \*\*

This is an opportunity for:

- An internal candidate to fill a GS-15 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 as 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 as or up to 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.

## Component Mission

The Deputy Director of National Intelligence for Enterprise Capacity (DDNI/EC) is responsible to the DNI for all matters pertaining to IC resources, workforce, systems, technology and infrastructure, with five reporting components: Acquisition, Procurement and Facilities, IC Chief Financial Officer, IC Chief Human Capital Officer, IC Chief Information Officer, and Systems & Resource Analyses.

## Major Duties and Responsibilities (MDRs)

As the senior IC Information Technology (IT) component, the IC Chief Information Officer (IC CIO) executes the DNI's IC Information Technology Environment (IC ITE) initiative and drives delivery of capabilities to the larger IC Information Environment (IC IE). This includes oversight responsibilities and leading the planning, designing, securing, and managing of strategic IT capabilities. The IC CIO informs DNI's position on the future of IC IE, and it oversees implementation of the Director's vision. To this end and in collaboration with fellow ODNI components and IC partners, IC CIO promulgates DNI guidance to the Community, monitors the Community's implementation, identifies enterprise-level challenges, and develops meaningful solutions to optimize enterprise IT effectiveness.

- **Position Summary.** On behalf of IC CIO, help lead the IT Domain efforts as part of a professional IT and program management team which oversees IC ITE core Services of Common Concern (SoCC) and other priority activities. As one with experience in technology, enterprise management, and/or IC planning and budgeting, the IT Domain staff assists in the transformation and protection of the IC IE by guiding IT Service activities and by resolving strategic, enterprise-level challenges to development and interoperability. The IT Domain staff also supports the IC CIO in certain overseer engagements and deliverables, to include with interactions and products for the Congress and the Office of Management and Budget.
- **Investments.** Conducts in-depth, detailed analysis and evaluation of the NIP investments to independently document resource utilization, efficiency, productivity, and cost effectiveness levels. Assist in the supervision of a team of staff and contracted professionals, fostering a culture of excellence while proactively and collaboratively identifying and addressing mission and workforce challenges. As a leader within the Enterprise Capacity Directorate, the IT Domain Deputy Manager works with their team and senior leadership to move solutions forward and lead the IC to future mission success.
- **Analysis.** Analyzes SoCC-related data and information, to include dependencies, cost, schedule, performance, mission impact, adoption-rate, and risk. With key partners, the IT Domain staff assists in identifying the best mix of IT investments to support DNI priorities and IC ITE mission objectives, assesses relevant factors, and recommends courses of action that involve alternative strategies and funding measures.
- **Coordinate.** Drive both intra- and inter-service analysis and implementation of high-priority efforts, working in concert with other domains, IC CIO divisions, ODNI components, IT Services, and IC element partners. The IT Domain staff leads or directly supports senior-level engagement to secure authoritative positions on enterprise issues, from policy to funding; orchestrates reconciliation of opposing views; and manages the implementation of enterprise-level, executive decisions.



- **Monitor.** Oversee IC ITE core service implementation. The IT Domain staff assess the services' performance, ensuring that they function within acceptable levels of funding, security, capabilities (delivered) and technical risk and in alignment with the DNI's strategy for IC IE. IT Domain staff recommend service continuation, modification, or termination based on these activities.
- **Evaluate.** Measure IT Services against established objectives to assess progress against the DNI's goals. IT Domain staff lead IT service evaluations in collaboration with key stakeholders and recommend adjustments to mitigate strategic risks, funding shortfalls, and capability gaps.

## **Mandatory and Educational Requirements**

- Experience program management, analytic, and critical thinking skills, including the ability to conduct program and management assessments, identify needs and requirements, and develop non-linear process improvement recommendations for implementation across the Intelligence Community.
- Demonstrated ability to manage and oversee IT services or acquisitions and to provide such advice and expertise.
- Excellent oral and written communication skills.
- Excellent interpersonal and networking skills, for effectively creating, leading, and participating in collaborative environments.

## **Desired Requirements**

### **Experience:**

Three to six years of experience as an IT program or project manager is required. Engineers and Technical experience while not required can be substituted as many of the experiences and skillsets in these disciplines are transferable to this opportunity.

### **Education:**

Bachelor's degree or equivalent experience minimum as determined by mission specialty area.

## **Key Requirements and How To Apply**

### **Internal ODNI Cadre Candidates:**

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.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants experiencing technical issues should contact the



HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both majetm@dni.ic.gov (*Maya M.*) and ZACKERN@dni.ic.gov (*Natalia Z.*) in lieu of the group address above.

## **Current Federal Employees within the Intelligence Community (IC) 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 Applying for a Detail Assignment:**

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. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **SF-50 (if applicable):** 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.

**WHERE TO SUBMIT:** Applicants from federal agencies outside the IC should be sent to either DNI\_COO\_TM\_HR\_OPS\_TEAM\_B\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both majetm@dni.ic.gov (*Maya M.*) and ZACKERN@dni.ic.gov (*Natalia Z.*) in lieu of the group address above.

## **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.

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.

To verify receipt of your application package **ONLY**, you may call 703-275-1250.



## 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: 703-275-1250; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3799 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 EEOD 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.**