General Position Information

**Job Title:** 16107 - HRM/Group Chief – GS15

**Salary Range:** $121,316 - $170,800

**Vacancy Open Period:** 10/23/2020 – 11/07/2020

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates Only

**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 candidates to fill a GS-15 cadre position.

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.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.

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:

- Manage, lead, and oversee staff in the development and management of complex Human Capital (HC) projects or programs; oversee day-to-day operations of the HRO teams working with the ODNI components.

- Serve as an expert liaison; listen to and understand the needs of the organizations and tailor Human Resources programs, methods, policies, and procedures to ensure they fully meet the organization's needs and overall mission.

- Oversee, lead, or manage staff in planning, developing, and presenting expert, authoritative written products and oral briefings to customers at all levels on significant and complex Human Resources issues; ensure that written products and oral briefings are tailored to and in alignment with overall IC or ODNI mission objectives and customer needs.

- Lead, cultivate, and maintain productive working relationships with IC Human Resources leadership, colleagues, Human Resources experts, and ODNI senior leadership to share information of interest, explain the specifics of Human Resources programs and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.

- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

- Incorporate effective management techniques to motivate, mentor, and promote a culture of knowledge sharing and teamwork.

Mandatory Requirements:

- Expert knowledge in one or more areas of HC Subject Matter Expertise: HC Strategy & Policy, Performance and Effectiveness, Workforce Analysis & Planning.

- Extensive knowledge of Federal Human Resources laws, regulations, policies, and unique ODNI Human Resources authorities with demonstrated ability to interpret and apply IC regulations, policies, and authorities to Human Resources corporate programs in compliance with legal requirements.

- Expert knowledge and experience in automated Human Resources and support information systems, especially Lawson, and experience in quality assurance procedures to ensure data integrity.

- Extensive knowledge of best Human Resources practices to optimize mission effectiveness and efficiency, and to ensure coordinated, streamlined, and results-oriented operations.

- Exceptional interpersonal, communication, and networking skills, and superior ability to build and sustain professional networks and exert influence within the ODNI.

- Demonstrated knowledge of position classification.

- Extensive program management, analytic, and critical thinking skills, including the ability to conduct program assessments, identify needs and requirements, and develop process improvement recommendations for the successful implementation HC programs.

- Extensive ability to work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and utilize strong organizational and interpersonal problem solving skills.
• Expert oral and written communication skills, including ability to clearly convey complex information to audiences of all levels.

• Demonstrated ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.

• Extensive knowledge of quality assurance procedures and HR information systems to ensure data and process integrity.

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.

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_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 portifa@dni.ic.gov (Faith P.) and mccreaz@dni.ic.gov (Zina M.) 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 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.**