Job Title: 16747 - EEO Program Specialist, IC EEOD - GS-14

Salary Range: $99,172 - $152,352 (not applicable for detailees)

Vacancy Open Period: 10/19/2018 – 10/19/2019

Position Type: Cadre, Detialee

Who May Apply: Internal and External Candidates, Detialees

Division: EEOD/EEOD

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:

*** 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.***

This is an opportunity for:

- An internal or external candidate to fill a GS-14 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.
Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

Candidates outside the Federal Government.

For a detaillee 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.

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 Intelligence Community Equal Employment Opportunity and Diversity (IC EEOD) reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a more diverse and inclusive workforce. IC EEOD oversees ODNI's compliance with federal laws, policies, procedures, and requirements relating to EEO. IC EEOD also develops initiatives, policies and programs, and provides guidance and consultation to diverse stakeholders. The Office collects, analyzes and reports on workforce demographics and trends across multiple aspects of workforce diversity, including, but not limited to women, minorities, and persons with disabilities. In addition to its IC management responsibilities, the IC EEOD provides EEO services for the Office of the Director of National Intelligence (ODNI) organization.

Office Mission

IC EEOD EEO Compliance provides the ODNI and IC individuals who seek to resolve workplace conflicts with unbiased counsel through a neutral and fair process. EEO Compliance administers regulations neutrally and fairly and informs all parties of their responsibilities, detailing out what to expect during each stage of the process.

Major Duties and Responsibilities (MDRs):

- Applies federal civil rights and Equal Employment Opportunity (EEO) principles, laws, policies, regulations, and diversity concepts and relevant organizational or community policies.

- Plan, develop, and implement EEOD awareness training, analyzes demographic trends, administers the complaints and reasonable accommodation processes, identifies potential conflicts, and support resolution of issues at the lowest level as they apply to the human capital function.
• Serve as an EEO consultant to senior ODNI leadership and provide advice on the development, implementation, and management of a broad range of complex EEO programs and activities aimed at increasing EEO compliance in the ODNI and across the IC.

• Oversee, counsel and interview individuals who seek redress under the federal sector EEO laws and policies.

• Oversee and process EEO complaints with the goal of resolving EEO issues through continued outreach, unbiased expert counseling, and neutral fact-finding.

• Prepare and distribute reports in compliance with Federal regulations.

• Oversee, manage, and improve the EEO complaints process and related activities for the ODNI workforce.

• Plan, prepare, and present briefings, reports, and presentations to ODNI leadership, senior policymakers, IC members, and other intelligence consumers in a manner that meets their specified requirements.

**Mandatory and Educational Requirements:**

• Extensive knowledge and experience in all major EEO program functions, such as EEO Counseling, Alternative Dispute Resolution, formal complaint processing, and final agency actions, as well as expertise in the agency’s obligations to provide reasonable accommodation, to ensure 508 compliance, and to conduct management-based inquiries.

• Extensive knowledge of Federal EEO laws, regulations, polices, and practices as well as a superior understanding of EEO MD-110 and MD-715, and 29 CFR Part 1614, EEOC’s Model Agency Program elements, and 462 reporting requirements; superior ability to research and interpret legislation and guidance affecting EEO in the IC.

• Demonstrated ability in negotiating and consulting; superior judgment in applying principles to identify and solve problems; superior ability to communicate opinions and dismissals regarding management-based inquiries and decisions.

• Excellent writing skills utilized in the preparation of reports and other correspondence.

• Extensive organizational skills to plan and execute each phase of the EEO process through the precomplaint to the formal complaint process.

• Ability to multi-task and adjust to changing priorities in a fast-paced, dynamic environment.

• Extensive experience in customer relations skills.

• At least three to five years of increasingly responsible professional Equal Employment Opportunity experience performing work in the area of EEO with major duties including development and implementation of EEO goals and objectives, investigation or resolution of complaints.

• Education: Bachelor’s Degree, or equivalent studies.
Desired Requirements:

- A Juris Doctorate degree and experience in the practice of federal sector employment law.
- Certifications/Licenses: Completion of 32 hours of EEO Counselor and/or Investigator training, as required by the EEOC.

Key Requirements and How to Apply

Internal ODNI 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. **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.

WHERE TO SUBMIT: Applications 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 joswida@dni.ic.gov (Daniel J.), mitchsl@dni.ic.gov (Stephanie M.), and gilesro@dni.ic.gov (Roderick G.) 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.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

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.

**WHERE TO SUBMIT:** Applications 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 **joswida@dni.ic.gov** (Daniel J.), **mitchsl@dni.ic.gov** (Stephanie M.), and **gilesro@dni.ic.gov** (Roderick G.) 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.

**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.
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_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 joswida@dni.ic.gov (Daniel J.), mitchsl@dni.ic.gov (Stephanie M.), and gilesro@dni.ic.gov (Roderick G.) 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/T//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.

Resume must address the mandatory requirements.

Selecting official may request writing sample and/or employment references

To verify receipt of your application package ONLY, you may call 301-243-9041.

**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: 301-243-9041; Email: Recruitment_TeamB@dni.gov
Other Information

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Long-Term Care Insurance: http://www.ltcfeds.com
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): http://www.opm.gov/retire/index.asp If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Flexible Spending Accounts for Health Care and Dependent Care: http://www.fsfeds.com/fsafeds/index.asp
- Paid Federal Holidays
- Alternative Work Schedules

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_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. 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.