



General Position Information

Job Title: 17102 - HR Program Manager - GS-15

Salary Range: \$108,887- \$160,300 (not applicable for detailees)

Vacancy Open Period: 10/19/2016 – 11/03/2016

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: IARPA/IARPA

Duty Location: College Park, 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, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

Position Information

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 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 cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

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 Intelligence Advanced Research Projects Activity (IARPA) is an independent activity within the Office of the Director of National Intelligence (ODNI) and is aligned with ADNI/AT&F. IARPA's mission is to envision and lead high-risk, high-payoff research that delivers innovative technology for future overwhelming intelligence advantage. IARPA addresses cross-agency challenges, leverages expertise from across academia, industry and the IC Community, and works transition strategies and plans with other agency partners.

Major Duties and Responsibilities (MDRs)

- Serve as senior Talent Management and Organizational Development advisor to the IARPA Director, Deputy, and staff on all matters affecting IARPA. Collaborate with IARPA leadership to identify Talent Management and Organizational issues of concern and develop an understanding of the operating environment and desired mission outcomes and objectives.
- Lead and oversee the development of strategic and tactical plans to support HC program initiatives; guide and lead the development, implementation, and evaluation of HC programs in response to IC directives and /or mission requirements.
- Prepare strategic and tactical plans to meet the needs of the organization ensuring that IARPA business goals, needs, and expectations align with Agency-wide objectives.
- Develop, draft, and coordinate IARPA-related documents in response to executive tasking calls. Assist the IARPA Director and Deputy in decision-making through written reports, presentations, and briefings on the analysis of the human resources data and recommendations for action.
- Develop, implement, and manage a strategic recruitment program that supports IARPA's mission and the IARPA Director's staffing philosophies.



- Research non-traditional and cutting edge Talent Management programs, policies, and procedures relevant to a cutting-edge research-centric organization. Evaluate current IARPA Talent Management programs against the results of this research, and advice and make recommendations for improvements to the IARPA Director.
- Establish and maintain an effective employee workforce initiative program that enhances and supports the recruitment, retention, and motivation of the IARPA staff.
- Form partnerships and develop networks both within the ODNI, as well as, with other relevant research-centric organizations.
- Collect and analyze organizational and employee data identifying and assessing impacts, potential down-stream consequences, and cross-Agency/cross-Intelligence Community issues with respect to IARPA's mission.

Mandatory Requirements

- Talent Management
- Extensive knowledge of Talent Management theory and practice and the ability to apply this knowledge to address organizational goals and mission requirements.
- Expert knowledge in one or more areas of HC Subject Matter Expertise: Academic/Professional Disciplines, Organizational Design, Talent Acquisition, Workforce Analysis & Planning, Workforce Engagement & Relations, and Work/Life Strategies
- Expert ability to develop and effectively manage complex HC projects, assess customer requirements, identify dependencies, and manage and mitigate risks.
- Superior ability to establish regular contact with internal and external resources and customers, supplying or seeking information on HC programs and issues.
- Expert ability to oversee and facilitate workforce outreach and recruiting to assist IARPA leadership in providing highly technical researchers from across the variety of technical disciplines. Expert ability to work closely with ODNI/Human Resources (HR) to plan, implement, and monitor actions and new hiring initiatives to support recruiting.
- Expert ability to assess workforce needs and provide executive and professional coaching as required to maximize work and professional potential.
- Expert ability to manage communications to ensure workforce awareness of IC, ODNI, and IARPA programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership.
- Organizational Development
- Lead, manage, direct, and formulate business strategies, operating plans, and business transformation initiatives to optimize organizational goals and objectives for IARPA as a high impact research organization.
- Develop, oversee and manage morale, welfare, and recreation activities.
- General skills
- Outstanding interpersonal skills. Outstanding peer relationships and ability to motivate others.
- Superior ability to communicate, 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.



- Superior ability to work effectively both independently and in a team or collaborative environment, mentor colleagues, and utilize strong organizational and interpersonal problem solving skills.

Desired Requirements

- Expert knowledge of the mission, charter, roles and responsibilities of ODNI and/or other IC organizations.
- Expert knowledge of Federal, IC, and/or ODNI HC and HR regulations, policies, and unique authorities in order to address organizational/business issues and questions.
- Experience recruiting and retaining Science, Technology, Engineering, and Mathematics (STEM) professionals
- Experience with coaching employees on career planning and job seeking (to include non-government jobs)
- Energetic people person.

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 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.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.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 saksdav@dni.ic.gov (*David S.*) and mccreaz@cia.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.

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 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.

WHERE TO SUBMIT: Applications should be sent to either [DNI-MSD-HR-RR-Team A WMA@dni.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 [saksdav@dni.ic.gov](#) (*David S.*) and [mccreaz@cia.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-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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.**