General Position Information

**Job Title:** 17536 - Team Lead – Performance Management – GS-14

**Salary Range:** $121,316 - $157,709 (not applicable for detailees)

**Vacancy Open Period:** 10/23/2019 – 11/7/2020

**Position Type:** Cadre, Detailee

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

**Division:** 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 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 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 permanent cadre.
- Current Federal Government employees. (Current GS employees at the same grade as the advertised positions grade may apply.)
For a detaine assignment:

- Current Federal Government employees. (Current GS employees at the same grade as 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 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.

Human Resource Management (HRM) provides the ODNI with responsive, customer and human-oriented resource services that support the organization's mission to protect and defend American lives and interests. Human Resource Management accomplishes this with a professional and knowledgeable workforce that employs HR tools to identify flexible and creative solutions to requirements levied by our mission partners and serves the workforce in three primary roles: Operations, Talent Development, and Recruitment.

**Major Duties and Responsibilities (MDRs)**

The Lead for the Performance Management Team's primary responsibilities include:

- Lead oversight and management of ODNI's Performance Management mission and programs, including workforce performance appraisals, cadre promotions and annual performance bonus award programs; lead effort to update ODNI's Performance Management cycle.

- Develop and maintain expertise for Performance Management Team’s area of responsibility (performance management); review, refine and implement effective and efficient business procedures to enhance the timeliness and quality of products.

- Serve as a role model for exceptional customer service in support of ODNI Performance Management and HRM.

- Provide expert support to the annual performance bonus award and promotion processes; ensure process adherence to corporate policy and processes and identified requirements; validate eligibility lists and the completion of performance evaluation and other required documentation, and coordinate with appropriate stakeholders to ensure accuracy, including coordination with internal ODNI stakeholders and external IC and USG agencies.
• Ensure electronic Reading Rooms and meeting logistics (e.g. conference rooms, scheduling, etc.) are prepared and executed for board deliberations.

• Lead and oversee the development of strategic and tactical plans to support HRM program initiatives; guide and lead the development, implementation, and evaluation of HRM programs in response to IC directives and/or mission requirements.

• Participate in designing, scheduling and presenting informational briefings and trainings to ODNI cadre and detailees from other IC elements on performance awards process. Coordinate performance management functions with ODNI employee nominations for internal awards, and for national intelligence awards programs, as appropriate.

Mandatory and Educational Requirements

• Strong leadership skills and the ability to effectively direct requirements, mentor, coach and delegate to a team of performance management officers.

• Excellent verbal and written communication skills, including ability to communicate complex information in a clear, concise manner targeted to and meets the needs of diverse audiences with different perspectives and objectives.

• Superior organizational skills and highly detail-oriented, with the ability to effectively multi-task.

• Ability to listen to, clarify, and convey understanding of others’ ideas, comments and questions, as well as to integrate and build upon diverse opinions, in a manner that encourages the formation of integrated solutions and positions.

• Ability to utilize critical thinking and reasoning skills to gather HR awards data, and provide analysis of meaning and impact to senior management.

• Ability to discern and identify anomalies in data and/or processes, and find appropriate solutions to mitigate the anomalies.

• Hold self and others to high integrity and strict accountability for results; the Performance Management mission is a critical, high-visibility workforce program, requiring effective and appropriate oversight and management of sensitive personnel documentation.

• Ability to represent HRM in a professional and collaborative manner while managing competing priorities while adhering to strict deadlines.

• Demonstrated ability to successfully negotiate solutions at all levels with excellent organizational and interpersonal problem solving skills.

Desired Requirements

• Knowledge of Human Resources policies, programs and practices

• Experience in the administration of performance management programs and processes
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: *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.

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:** Applicants from federal agencies outside the IC 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 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.