



General Position Information

Job Title: 17557 – HR Data Analyst – GS-14

Salary Range: \$102,663 - \$157,709

Vacancy Open Period: 10/7/2020 – 10/22/2020

Position Type: Cadre

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/COO/HRM

Duty Location: McLean, Virginia

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-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

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.

Current GS employees at the same grade and one below the advertised grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre at the same grade or one below may apply.
- For a detailee assignment:
 - Current Federal Government employees at the same grade or one below may apply.



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.

Human Resource Management (HRM) provides its customers with a full range of Human Resources support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. HRM staff provides proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on customer service.

Major Duties and Responsibilities:

- Compile, analyze, and present research pertaining to ODNI human resource initiatives, based on an understanding of HR issues, knowledge of employee data, and skills in quantitative and qualitative analysis.
- Provide information, advice, and guidance to managers and employees on a broad range of HR issues/functions in the area of workforce analysis.
- Conceive, prepare and communicate an extensive range of strategic, high complexity graphics, computational models/tools, or written/oral assessments on significant workforce issues for a variety of customers.
- Develop and present written and oral briefings to internal and external customers on HR issues and explain complex information to clients and stakeholders in a clear and consistent manner.
- Engage with customers to understand and participate changing needs and requirements; determine substantive questions. Offer recommendations for resolution based on quantitative analysis.
- Serve as a focal point for a program or project in support of a corporate initiative (e.g., Intelligence Community (IC) Employee Climate Survey, Exit Survey, performance cycle).
- Maintain productive working relationships with colleagues, HR managers, and customers as appropriate and use these relationships to share information of interest and explain the specifics of HR programs.

Mandatory Requirements:

- Ability to represent HR and ODNI in a positive, proactive manner and ability to manage competing priorities while adhering to deadlines.
- Thorough knowledge of appropriate analytic methods and methodological tools in one or more of the following areas: Applied Mathematics (e.g., probability and statistics, formal modeling, computational social sciences); Computer



Programming (e.g., programming languages, math/statistics packages, computer science, machine learning, scientific computing); and Visualization (e.g., GIS/geospatial analysis, telemetry analysis).

- Ability to leverage multiple data management tools to organize relevant information and make decisions.
- Ability to communicate effectively complex, multi-disciplinary ideas and insights.
- Analytical and critical thinking skills, including superior ability to think strategically and apply reasoning skills to gather HR data and provide analysis of meaning/impact to senior management.
- Ability to multitask and change focus quickly as demands change.
- Effective oral and written communication skills, including the ability to communicate complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- 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 work effectively both independently and in a team or collaborative environment, mentor junior colleagues, and demonstrate organizational and interpersonal problem solving skills.
- Ability to apply intellectual curiosity; creativity and innovation to go beyond current tools to deliver the best solution to complex problems.

Desired:

- Experience working in HR or with HR/workforce related data.
- Experience with reporting and visualizations applications such as SPSS, Cognos, or Tableau
- Knowledge of SQL or VBA.

Key Requirements and How to Apply

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_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.

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_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 mcreaz@dni.ic.gov (*Zina*) 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.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

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 EEOC 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.**