



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

Job Title: 17566 - Director, IC Analysis, Strategy, and Assessments - GS-15

Salary Range: \$121,316 - \$170,800 (not applicable for detailees)

Vacancy Open Period: 01/26/2021 – 02/10/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and Detailees

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

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 or 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 detailee 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.
- 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 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 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 of IC EEOD 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.

Major Duties and Responsibilities (MDRs)

- Oversee the development and management of complex diversity projects or programs including the development and implementation of an IC enterprise strategic plan that includes all 17 IC elements, a coordinated IC outreach plan, and empirical support to diversity policy and training development efforts.
- Oversee and manage the development and implementation of all aspects of the EEO and Diversity study efforts to include project conceptualization, design and development, coordination, project assignment, funding procurement/allocation, management, analysis, publication and presentation.
- Oversee the analysis and development of IC-wide EEO complaint statistics to produce reports for IC senior leadership with the status of EEO throughout the IC.
- Lead and manage the resolution of issues in project plans and schedules based on a clear understanding of customer requirements and information on project cost, schedule, quality, and performance; provide expert oversight of cost and resource estimates; participate in budget planning activities and develop cost estimating strategies for future projects.



- Lead and/or oversee the successful execution of spend plans and assess variances from cost and schedule baseline; oversee the reallocation of resources in response to change considering impact to project cost, schedule, and quality of deliverables.
- Cultivate and maintain productive working relationships within and outside the EEO-ICD organization, share information of interest, explain the specifics of EEO programs and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant or controversial issues.
- Oversee and lead planning, developing, and presenting expert, authoritative written and oral briefings to senior-level customers on significant and complex EEO issues; explain programs and issues to non-expert customers and tailor programs, methods, and products to ensure alignment with customer needs.
- Lead, guide, and oversee to project implementation and quality assurance by effectively evaluating and monitoring cost, schedule, and performance; assess variances from the plan; and oversee the execution of necessary corrective actions; lead project performance reviews and control gates, gathering important information, and making authoritative decisions about required next steps; oversee the development and maintenance of appropriate project documentation.
- Assess performance, collaborate and oversee goal setting, and provide feedback on personal development.
- Oversee the plan and develop to implement the IC EEO and Diversity Strategic Plan, linking major goals, objectives and measures to the IC Human Capital Strategic Plan and the US National Intelligence Strategy.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

Mandatory and Educational Requirements

- Expert ability to formulate research, design, and implement diversity best practices within the IC and with external partners and stakeholders. Knowledge of Executive Orders, laws, regulations, polices, and practices relating to diversity and inclusion, including: the U.S. Equal Employment Opportunity Commission's Management Directives (MD-110 and MD-715); and Title 29 Code of Federal Regulations, Part 1614.
- Superior program management, analytic, and critical thinking skills, including a superior ability to conduct program assessments, identify needs and requirements, and develop recommendations and project plans for the successful implementation of diversity programs.
- Demonstrated ability to work effectively with cross-IC diversity teams; build and sustain professional relationships and exert influence effectively at all levels within and across organizations; superior ability to lead cross-IC team initiatives and facilitate information sharing.
- Superior ability to communicate, both verbally and in writing; and the ability to tailor complex information in a clear, concise manner, to diverse audiences with different perspectives and objectives.
- Superior 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.



Desired Requirements

- Previous experience designing workforce research and analysis, and applying the findings to strategy development.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- 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.
- 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.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- 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 zackern@dni.ic.gov (Natalia Z.), and burgeal@dni.ic.gov (Alisa B.) 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:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- 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.



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- 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 zackern@dni.ic.gov (Natalia Z.), and burgeal@dni.ic.gov (Alisa B.) 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 301-243-1318.

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: 301-243-1318; Email: Recruitment_TeamB@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



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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 703-275-3799 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 EEO 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.**