



General Position Information

Job Title: 21516 - Chief of Staff GS -14

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

Vacancy Open Period: 10/05/2020 – 10/20/2020

Position Type: Internal Cadre Only

Who May Apply: Internal ODNI Candidates

Division: DNI/CLPT

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-14 cadre position.

Who May Apply

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

- For a cadre assignment:
 - Current ODNI permanent cadre.

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 Civil Liberties, Privacy and Transparency (CLPT) implements the responsibilities of the Civil Liberties Protection Officer under applicable laws, executive orders, directives, and policies, including



Section 103D of the National Security Act, Section 1062 of the Intelligence Reform and Terrorism Prevention Act, and EO 12333. Specifically, the CLPT's mission includes to oversee compliance by the Office of the Director of National Intelligence (ODNI) with the constitution, all laws, Executive Orders, and implementing guidelines relating to civil liberties or privacy; ensure the protection of civil liberties and privacy is appropriately incorporated in policies and procedures developed and implemented by the ODNI and elements of the Intelligence Community (IC); ensure that the use of technologies sustain, and do not erode, privacy protections regarding the use, collection, and disclosure of personal information; ensure adequate procedures to receive, respond to, investigate, and redress privacy and civil liberties complaints; assess – and as appropriate, investigate - complaints and other information indicating possible abuses of civil liberties and privacy in the activities of the ODNI; conduct privacy impact assessments and ensure that personal information contained in a system of records subject to the Privacy Act is handled in compliance with fair information practices set out in the Privacy Act; review ODNI actions, policies, guidelines, and their implementation; and perform other duties as assigned by the DNI.

Major Duties and Responsibilities (MDRs)

- Manage and lead programmatic initiatives and the daily operations of the organization and collaborate with office leadership to ensure strategic alignment with the mission, goals, and objectives of the ODNI.
- Manage personnel, training, budget, contract administration policies and procedures, as well as, information technology, facilities, equipment, and logistics to foster successful achievement of the organization's mission.
- Conduct budget planning and execution, strategic resource planning, and budget decisions and serve as the primary approving official for the office.
- Facilitate human resources planning and personnel actions and work closely with ODNI/Human Resources (HR) to plan, implement, and monitor actions and new HR initiatives.
- Coordinate tasking responses, work activities, assignments, and projects internal to the organization, within the ODNI, and across the IC, ensuring the effective completion of initiatives and requirements.
- Coordinate organizational action processing, standard operating procedures and processes, file maintenance and record-keeping, and morale, welfare, and recreation activities.
- Distribute corporate communications ensuring workforce awareness of IC, ODNI, and organizational programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership.
- Liaise and maintain effective working relationships with other ODNI Chiefs of Staffs, ODNI components, and within the organization to address issues that span multiple mission or program areas.
- Execute internal business management processes for the organization; ensure management and staff are kept abreast of emerging developments.

*Depending upon assignment, duties may include supporting and or serving as a Contracting Officer Technical Representative (COTR).

Mandatory and Educational Requirements

- Demonstrated organizational, managerial, and leadership skills, including ability to effectively manage the professional development of staff employees.



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- Extensive knowledge of the IC and ODNI budgetary process, personnel regulations, contract regulations, and resource allocation policies and procedures.
- Demonstrated strategic and tactical planning, critical thinking, and analytical skills in order to propose innovative solutions and implement change with resourcefulness and creativity.
- Demonstrated ability to coordinate, network, and communicate across the ODNI, IC and U.S. Government agencies.
- Demonstrated oral and written communication skills, including the demonstrated ability to clearly convey complex information to audiences of all levels.
- Demonstrated ability to work effectively with teams, build and sustain professional relationships, exert influence effectively at all levels across the IC.
- Extensive knowledge and experience with resource planning, budget forecasting, and execution
- Demonstrated ability to plan, organize, schedule, and prioritize the organizational staff work load.
- Demonstrated ability to establish goals, manage workflow, and identify professional development needs for employees.
- Demonstrated leadership skills and training consistent with organizational direction to develop and value a workforce representing a wide spectrum of diverse backgrounds.

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: *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_B_WMA@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to zackern@dni.ic.gov (Natalia Z.), burgeal@dni.ic.gov (Alisa B.) 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.

All attachments should be in Microsoft Word or Adobe PDF format.



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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 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 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.**