



# 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:** 29611 - EEO Program Manager, GS-15

**Salary Range:** \$121,316 - \$170,800

**Vacancy Open Period:** 01/26/2021 - 02/10/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, External 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.
- 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.
- 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)

- Conduct timely informal and neutral EEO counseling by interviewing individuals who seek redress under the Federal sector EEO laws, regulations, and policies. Oversee counseling conducted by EEO counselors to ensure that it meets legal standards and IC EEOD Compliance Standard Operating Procedures (SOPs).
- Oversee and process informal and formal complaints in compliance with legal standards, regulations, guidance, ODNI Instructions, and SOPs with the goal of resolving EEO issues through expert neutral EEO counseling and neutral fact-finding.
- Conduct timely investigations of formal complaints of discrimination, in compliance with legal standards, Equal Employment Opportunity Commission (EEOC) guidance, and SOPs, supported by legal research, and communicate findings clearly and precisely.
- Draft necessary case related documents, including legally sufficient requests for sworn statements, Investigative Summaries, and Final Agency Decisions.
- Prepare and disseminate reports in compliance with Federal regulations and SOPs, to include: EEOC 462, quarterly and annual No FEAR Act reporting, Management Directive 715, and Office of the Director National Intelligence leadership reports. Provides assistance with other EEOD required reports or other reports as directed.
- Apply thorough knowledge of applicable regulations, directives, and statutes to manage processing of informal and formal complaints with little supervisory oversight.
- Prepare and present written and oral communications with precision and clarity, ensuring that they are properly coordinated, thoroughly researched, substantively accurate, grammatically correct, and stylistically appropriate.



- Oversee, manage, and identifies improvements to EEO processes and SOPs to strengthen and develop best practices, ensuring a model IC EEO compliance program.
- Lead the planning, development and presentation of expert and authoritative, written and oral briefings and training to managers, supervisors, and employees on EEO program areas, issues, processes, and topics on issues such as the EEO complaints process, prevention of harassment, retaliation, and emerging issues. Deliver content to the workforce that is legally accurate, appropriate for the audience, and properly communicated.
- Establish controls and develop processes to monitor the dissemination of information, continually improving and maintaining suspense database systems; maintain records and manage information in compliance with regulations and sensitive compartmentation.
- Plan, manage, coordinate, and integrate work activities, assignments, and projects with managers internal to the ODNI and/or across the IC to ensure their understanding and the effective completion of initiatives and requirements.
- Plan, develop, and deliver EEO training programs for the ODNI workforce that enable and enhance collaboration, integration, and operational capability across the ODNI.
- Plan, develop, and present written and oral briefings to ODNI and/or IC senior-level customers on significant and complex EEO issues; explain programs and issues to non-expert customers to ensure understanding, and tailor programs, methods, and products to ensure alignment with customer needs, to include ODNI senior leadership and the workforce.
- Deliver training, guidance, advice, and/or consultation to members of the ODNI workforce regarding EEO compliance requirements, rights and responsibilities, and other matters within the office's organizational jurisdiction, if appropriate.
- Cultivate and maintain productive working relationships with colleagues, EEO experts, and ODNI senior leadership to 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.

## **Mandatory and Educational Requirements**

- Knowledge of the ODNI and IC element mission, organization, collection, and production responsibilities, as well as ODNI and IC administrative policies, procedures, and authorities.
- Extensive knowledge and experience in major EEO program functions; demonstrated research, planning, and organization skills, and demonstrated ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.
- Extensive knowledge of Federal EEO laws, regulations, polices, and practices and as well as a demonstrated understanding of EEOC Management Directives (MD-110, and MD-715), 29 Code of Federal Regulations Part 1614; demonstrated ability to research and interpret legislation and guidance affecting EEO in the federal workplace.



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- Program management, analytic, and critical thinking skills, including demonstrated ability to conduct program assessments, identify needs and requirements, and develop recommendations for the successful implementation of EEO programs.
- Demonstrated management skills to plan, organize, implement, evaluate, and allocate resources for the equal employment program.
- Familiarity with the use of Alternate Dispute Resolution techniques, i.e., EEO counseling, mediation, and fact finding, as applicable.
- Ability to work effectively across the ODNI and/or the IC with cross-IC diversity teams; build and sustain professional relationships and exert influence effectively at all levels within and across organizations; ability to lead ODNI team initiatives and/or cross-IC team initiatives and encourage information sharing.
- Demonstrated 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.
- Demonstrated 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.
- Demonstrated ability to establish regular contact with high-level internal and external resources and customers, supplying or seeking information on diversity programs and issues; demonstrated use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.
- Demonstrated ability to listen to, clarify, and convey an understanding of others' ideas, comments, and questions, and integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions
- Demonstrated ability to assess and manage taskings, collaborate on goal setting, and support personal and professional development of all levels of personnel.
- Demonstrated skill in negotiating and consulting and superior judgment in applying principles to identify and solve problems.
- Experience: At least one year of progressively responsible professional Equal Employment Opportunity experience comparable to next lower level in this occupation.
- Education: Bachelor's degree, or equivalent studies. Completion of 32 hours of EEO Counselor training, as required by the EEOC. Recertification requires completion of eight hours of annual training.
- Certifications: Selective Certification or must be able to complete a Selective Certification within six months of hire.

## **Desired Requirements**

Education: Advanced degrees highly desirable (J.D., Masters).



## 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.
- 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\\_TM\\_HR\\_OPS\\_TEAM\\_B\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_B_WMA@cia.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. [zackern@dni.ic.gov](mailto:zackern@dni.ic.gov) (Natalia Z.), and [burgeal](mailto: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.

### External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement. All applicants must address the Mandatory Technical Competencies 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.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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- e. **SF-50 (if applicable):** Current or former 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:** *External Candidates must submit an application through the classified IC Applicant Gateway website at <https://apply.intelligencecareers.gov/job-listings?agency=ODNI>.* Applicants experiencing technical issues, or inability to access the IC Applicant Gateway website may submit their application via email 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](mailto:zackern@dni.ic.gov) (Natalia Z.), and [burgeal@dni.ic.gov](mailto:burgeal@dni.ic.gov) (Alisa B.) in lieu of the group address above.

## **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.
- 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\_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 [zackern@dni.ic.gov](mailto:zackern@dni.ic.gov) (Natalia Z.), and [burgeal@dni.ic.gov](mailto:burgeal@dni.ic.gov) (Alisa B.) in lieu of the group address above.

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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](mailto: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](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto: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.**